

5722



Digital Color Printer/Copier

Storage of Color Copies

- (1) The copies should be kept in a place which is not exposed to light to prevent fading when they are kept for a long time.
- (2) If copies are kept pressed between plastics made of chloroethylene for a long time, the toner may melt and stick to the plastic due to high pressure and high temperature. Keep them in polyethylene binders.
- (3) When a color copy is folded, the toner at the fold can become separated.
- (4) The toner on the copies may melt if it touches solvent. If the ink on the copies is not dried completely, the toner may also melt. Keep copies away from solvent.
- (5) When copies are kept near an extremely high temperature such as a heater, the toner may melt. Keep them under room temperature which does not vary very much.

Forgery Prevention Function

This copier has a forgery prevention function.

Please ensure that your digital full color copier is not used for making copies of prohibited items.

PREFACE

Thank you for purchasing the Toshiba Digital Color Copier FC22. This Operator's Manual describes the following:

- how to use the digital color copier
- how to make copies
- how to inspect and carry out maintenance on the digital copier
- how to remedy mechanical and copying problems.

Before using the digital color copier, thoroughly read and understand the Operator's Manual. To ensure that clean copies are made at all times and to make sure that the digital color copier is in optimum working order, keep this Operator's Manual in a handy place for future reference.

- To ensure correct and safe use of the Toshiba Digital Color Copier FC22, this Operator's Manual describes safety precautions according to the following three levels of warning:

The meanings of these signal words are as follows. Before reading this Operator's Manual, you should fully understand the meaning and importance of these signal words.

Warning ----- Indicates a potentially hazardous situation which, if not avoided, could result in death or serious injury, or serious damage or fire in the equipment or surrounding assets.

Caution ----- Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage of the equipment or surrounding assets, or loss of data.

Note ----- Indicates a procedure you should follow to ensure the optimal performance of the digital color copier and problem-free copying.

Tip ----- Describes handy information useful to know when operating the digital color copier.

Advice ----- Describes an operation you should follow to maintain the digital color copier in good working order.

User Safety

This Toshiba digital color plain paper copier does not produce laser radiation hazardous to the user. It is certified as a Class 1 laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968.

Protective housing and external covers completely confine the laser light emitted inside the plain paper copier. The laser beam cannot escape from the machine during any phase of user operation.

Regulations implemented on August 2, 1976 by the Bureau of Radiological Health (BRH) of the U.S. Food and Drug Administration apply to laser products manufactured from August 1, 1976. Laser products marketed in the United States must comply with these regulations.

CAUTION: Using controls or adjustments or performing procedures, other than those specified herein may result in hazardous radiation exposure.

Features of the FC22

The FC22 is a plain paper digital color copier.

The FC22 allows you not only to process and edit these digital image data, but also enables copies to be sorted and grouped quietly, quickly and easily. The FC22 incorporates a large-size display with a touch panel and menu keys that graphically represent copier functions. As a result, anybody can make clear-looking copies quickly and easily.

The FC22 also has the following convenient features.

- The first copy is output in 10.3 seconds.
- Full-color copying speed is 22 copies (Letter) per minute.
- The original developed 4-beam laser optical unit allows for a compact copier.
- The latest image processing technology reproduces high-resolution real color.
- The new image maintenance technology permits stable image recording.
- A fixing system with less oil reduces the amount of oil stuck to the paper which improves the transparency of the OHP film.
- Comes with the following digital editing functions:
Trimming, masking, negative/positive reversal, full image, image repeat and mirror image.
- Copy sizes from Statement up to Ledger are acceptable. Special paper such as thick paper (16~110 lb.index) and full bleed (12" x 18") are also acceptable as copy sizes.

Optionals

- By installing the optional reversing automatic document feeder and automatic duplexer, duplex copies or single-sided copies can be made automatically from two-sided originals. Duplex copies can also be made automatically from single-sided originals.
- Adding the optional 20-bin staple sorter permits the quick stapling and sorting of copies.
- The optional advance image enhancement mode automatically analyses the original layout to reproduce text, illustrations and photographs.
- Installing an optional printer unit allows additional functions such as scanning images by the copier and printing out data from the PCs through network.

If an optional printer controller is installed, this copier can be used as a color printer also. For purchasing the printer controller, please ask your service center or distributor.

TABLE OF CONTENTS

■ PREFACE	1
■ TABLE OF CONTENTS	3
■ PRECAUTIONS	5
1. INSTALLATION	5
2. GENERAL PRECAUTIONS	6

1. DESCRIPTION OF THE DIGITAL COPIER	7
1. NAMES OF THE MAIN COMPONENTS	8
2. DESCRIPTION OF THE OPTIONAL EQUIPMENT	9
3. DESCRIPTION OF THE CONTROL PANEL	10
4. DESCRIPTION OF THE MESSAGE DISPLAY	13
5. DESCRIPTION OF THE GRAPHIC DISPLAY	15

2. HOW TO MAKE COPIES	17
1. PAPER	18
2. ENERGY-SAVING FUNCTION	20
3. TURNING ON THE POWER SWITCH / AUTO JOB START	21
4. USING THE REVERSING AUTOMATIC DOCUMENT FEEDER (OPTIONAL)	24
5. COPYING IN THE AUTOMATIC PAPER SELECTION MODE	28
6. REDUCTION AND ENLARGEMENT COPYING	32
7. COPYING WITH COPY DENSITY SELECTION	36
8. COPYING BY ORIGINAL MODE SELECTION	38
9. COLOR MODE	40
10. BYPASS COPYING (THICK PAPER / OHP FILM)	41
11. CASSETTE SETTING FOR THICK PAPER / OHP FILM	47
12. INTERRUPT COPYING	49

3. COLOR EDITING AND ADJUSTMENT	51
1. MONOCOLOR COPYING	52
2. HUE ADJUSTMENT	53
3. SATURATION	54
4. COLOR BALANCE (YMCK ADJUSTMENT)	55
5. RGB ADJUSTMENT	56
6. ONE TOUCH IMAGE QUALITY ADJUSTMENT	57
7. BACKGROUND ADJUSTMENT	58
8. SHARPNESS ADJUSTMENT	59

4. USING THE EDITING FUNCTIONS	61
1. IMAGE SHIFT COPYING	62
2. EDGE ERASE COPYING	64
3. BOOK CENTER ERASE	66
4. DUAL-PAGE COPYING	68
5. FULL IMAGE COPYING	70
6. 2 IN 1 MODE COPYING	71
7. DUPLEX COPYING	73
① DUPLEXED COPIES FROM SINGLE-SIDED ORIGINALS	73
② DUPLEXED COPIES FROM TWO-SIDED ORIGINALS	77
③ SINGLE-SIDED COPIES FROM TWO-SIDED ORIGINALS	78
④ DUPLEXED COPIES FROM BOOK ORIGINALS	79
8. X-Y ZOOM	82
9. TRIMMING / MASKING	83

PREFACE
CONTENTS
PRECAUTIONS

DESCRIPTION
OF THE DIGITAL
COPIER

HOW TO
MAKE
COPIES

COLOR EDITING AND
ADJUSTMENT

USING THE
EDITING
FUNCTIONS

USING THE
SPECIAL
FUNCTIONS

USING THE
OPTIONAL
SORTER

WHEN THE
GRAPHIC SYMBOLS
FLASH

MAINTENANCE

SPECIFICATIONS,
ACCESSORIES &
OPTIONS

TABLE OF CONTENTS (Cont.)

10. MIRROR IMAGE	87
11. NEGATIVE / POSITIVE REVERSAL	88
12. CENTERING	89
13. IMAGE REPEAT	91

5. USING THE SPECIAL FUNCTIONS	93
1. CALIBRATION OF GRADATION	94
2. SETTING THE DATE AND TIME	97
3. WEEKLY TIMER	99
4. JOB MEMORY	101
5. COPYING USING PAPER OF OTHER SIZES	103
6. ACCESS CODES (ID NUMBERS)	107
7. TOTAL COUNTER	108
8. DEPARTMENT MANAGEMENT	109
9. KEY COPY COUNTER	117
10. CHANGE OF LANGUAGE ON THE DISPLAY PANEL	118
11. USER SELECTION (INITIAL SETTINGS)	119

6. USING THE OPTIONAL SORTER	121
1. DESCRIPTION OF THE MAIN COMPONENTS	122
2. NON-SORT COPYING	123
3. SORT OR SORT/STAPLE COPYING	124
4. GROUP COPYING	128

7. WHEN THE GRAPHIC SYMBOLS FLASH	129
1. ADD PAPER SYMBOL	130
2. REPLACE TONER BAG SYMBOL	134
3. ADD TONER SYMBOL	136
4. CLEAR PAPER SYMBOL	138
① MISFEEDING INSIDE OF THE COPIER	138
② MISFEEDING IN THE AUTOMATIC DUPLEXER	143
③ MISFEEDING FROM THE CASSETTES	145
MISFEEDING FROM THE LARGE-CAPACITY FEEDER	146
④ MISFEEDING IN THE AUTOMATIC DOCUMENT FEEDER	147
⑤ MISFEEDING IN THE BYPASS GUIDE	148
⑥ MISFEEDING IN THE SORTER	149
5. REPLACING STAPLES	150
6. REMOVING JAMMED STAPLES	152
7. CALL SERVICE	154
8. PERIODIC MAINTENANCE	154

■ MAINTENANCE	155
1. DAILY INSPECTION	156
2. SIMPLE TROUBLESHOOTING	157

■ SPECIFICATIONS, ACCESSORIES & OPTIONS	159
1. FC22 SPECIFICATIONS	160
2. SPECIFICATIONS OF OPTIONALS	161
3. PACKING LIST	163
4. COPYING FUNCTION COMBINATION MATRIX	164
5. IMAGE QUALITY ADJUSTMENT COMBINATION MATRIX	165

PRECAUTIONS

1. INSTALLATION

- 1** The FC22 should be installed by a qualified service technician.
Note: The packing material should be disposed of properly.

- 2** To obtain the best possible results, this copier should be used in conjunction with a dedicated AC power line at the following ratings:
115 V-60 Hz, 16 A

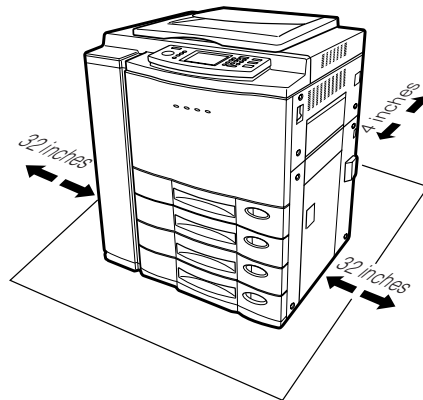
Notes:

1. The use of other appliances or other equipment on the same line as this copier may adversely affect performance and copy quality.
2. Be sure to use a 3-conductor, grounded wall outlet.
3. In areas where a 2-pin plug is used, the copier must be grounded for safety.
Never ground it to a gas pipe, a water pipe, or any other object not suitable for grounding.

- 3** After a suitable place has been selected for the installation for the FC22, please do not change it. Avoid excessive heat, dust, vibration and direct sunlight. Also, provide proper ventilation as the copier emits a slight amount of ozone.

Notes:

1. Recommended environmental range for use is as follows:
 - Temperature: 10~30°C/50~86°F
 - Humidity: 20~80%RH
2. To insure optimal operation, allow clearances of at least 32" on the left, 32" on the right and 4" in the rear.



The copier should be located near a wall outlet which should be easily accessible.

PRECAUTIONS (Cont.)

2. GENERAL PRECAUTIONS

- 1 Handle and use the copier gently and carefully.**
 - Do not place anything on the paper cassettes or original feed tray.
 - Never allow the power cable to be trampled on or pinched between hard objects, otherwise an accident or electrical trouble might occur.
 - Do not allow any metal things such as paper clips to fall into the copier.

- 2 Be sure to turn OFF the power switch (unless using automatic timer mode):**
 - When you leave your office at night.
 - If a power failure occurs.

Caution: When turning OFF the power switch, be sure to do so only after the machine cycling has come to a complete stop.

Be sure to disconnect the power-cord plug:

 - when you do not intend to use the copier for an extended period of time such as during weekends or the summer vacation.

Be sure to turn OFF the power switch immediately and call for service:

 - If an unusual noise is heard from the copier.
 - If the outside of the copier becomes unusually hot.
 - If any part of this copier is damaged, or if it has been dropped.
 - If the copier has been exposed to rain or liquid.

- 3 It is recommended that only supplies made or designated by Toshiba be used for the FC22 in order to optimize copy quality. All supplies should be stored in a cool, dry area.**

Paper of lower quality may contain inherent properties such as excess paper dust and may lead to premature servicing.

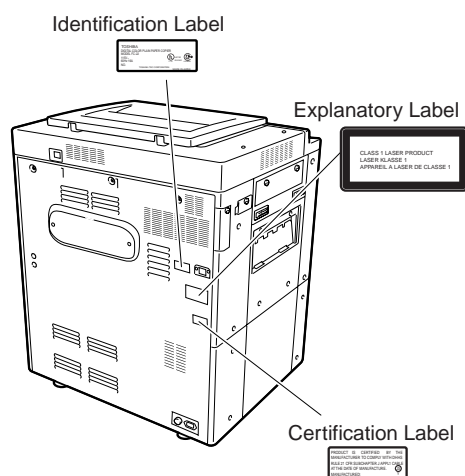
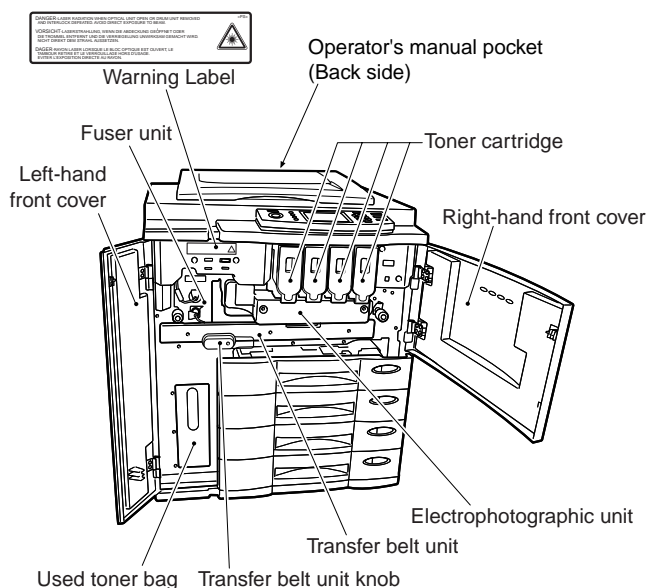
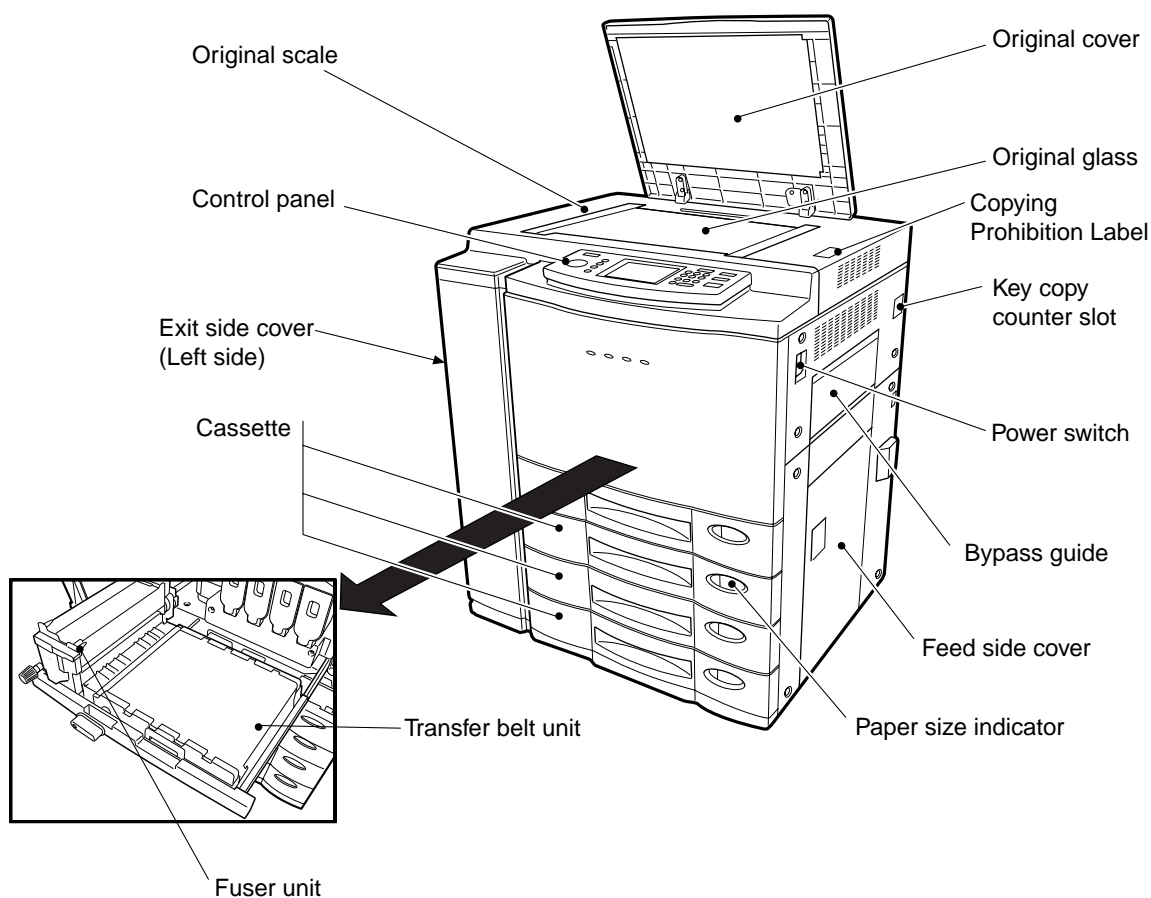


DO NOT LEAN ON, APPLY FORCE OR PLACE HEAVY OBJECTS ON SORTER. PERSONAL INJURY OR PROPERTY DAMAGE MAY RESULT.

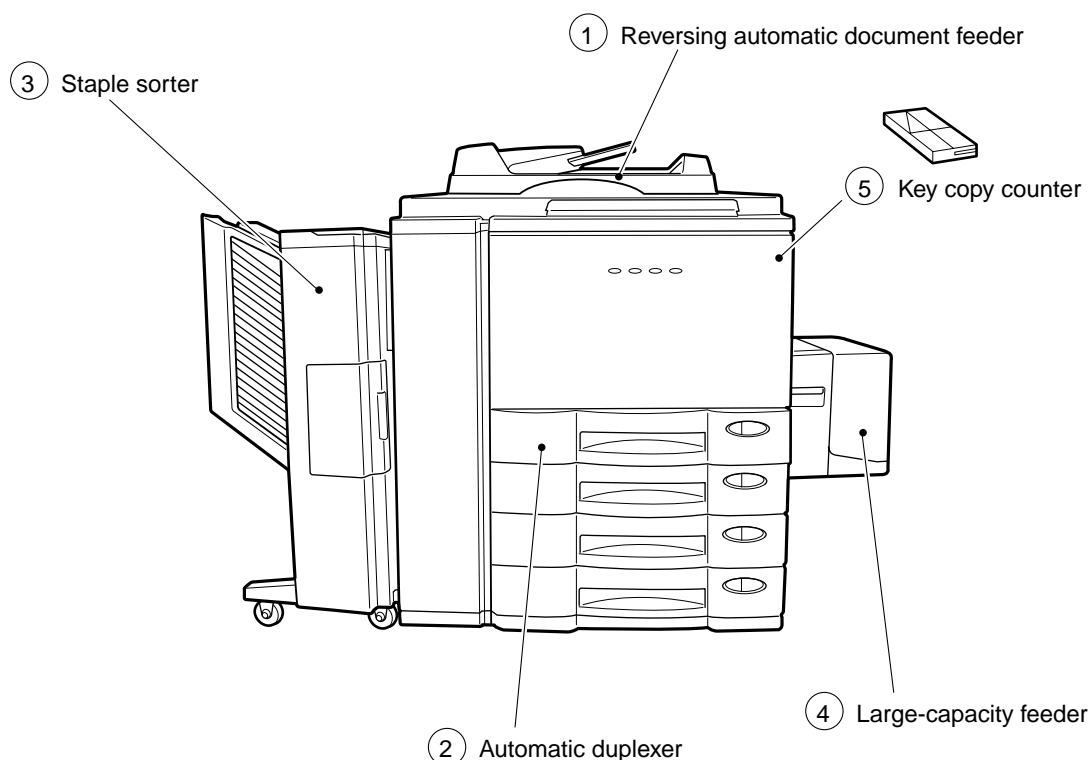
1. DESCRIPTION OF THE DIGITAL COPIER

1.Names of the Main Components	8
2.Description of Optional Equipment.	9
3.Description of the Control Panel	10
4.Description of the Message Display	13
5.Description of the Graphic Display	15

1. NAMES OF THE MAIN COMPONENTS



2. DESCRIPTION OF OPTIONAL EQUIPMENT



① Reversing Automatic Document Feeder

A set of originals can automatically be fed one by one to make copies.

② Automatic Duplexer

This reverses the copies in order to make duplex copies.

③ Staple Sorter

Up to 20 sets of copies can be automatically sorted. There are the following three modes.

- Sort : The copies can be sorted in the same order as the originals.
- Group : The same pages can be sorted in the same bins.
- Sort/Staple : Each set can be sorted and stapled respectively.

④ Large-Capacity Feeder

You will have an additional paper source which can hold up to 1500 sheets of Letter-sized paper (22 lb.).

⑤ Key Copy Counter

Copies made are recorded (added) according to particular individuals or groups.

* Printer Controller (not shown in the illustration)

This equipment allows you to use the copier as a color network printer.

3. DESCRIPTION OF THE CONTROL PANEL

① MECHANICAL COUNTER

The total number of copies (converted into Letter size) made after the installation of the copier is shown here.

② TIMER lamp

This lamp lights during the use of the timer.

③ HELP key

Use this key to display the appropriate operation procedure.

④ SETTINGS key

The current copy modes or an editing function list are shown with the corresponding icons. See the page 12.

⑤ ENERGY SAVER key

When you are not going to use the copier for a long period of time, press this key. The copier enters the energy-saving mode and all display lamps go out. To resume copying, press this key again. The copier becomes ready for copying after a while. (See page 20)

⑥ INTERRUPT key

When you want to make a copy of a different original during a multicopy run, press this key. During interrupt copying, copies can be made only one by one. To return to the previous multicopy run, press this key again.

⑦ Touch panel

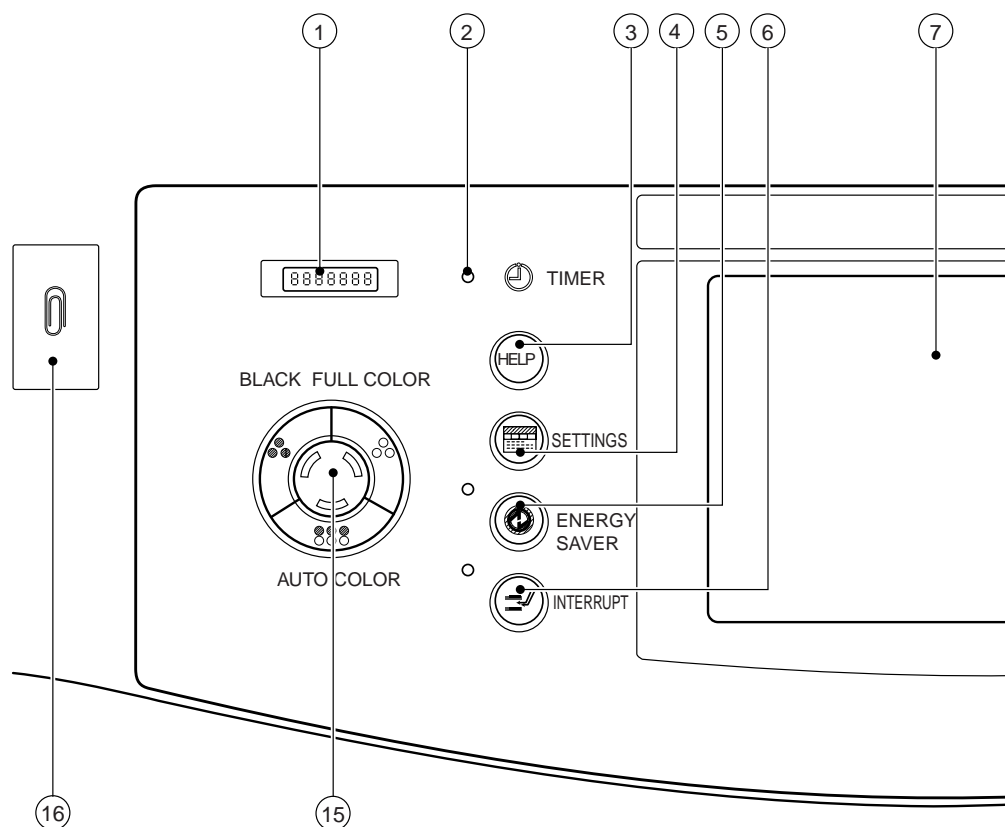
The status of the copier, operation procedures and various instructions to the user are shown in the pictorials and text.

⑧ COLOR SAMPLE SEAL

This seal shows samples of the monicolor mode.

⑨ ACCESS key

Press this key to administer the users of the copier by the access code. Press this key again when you finish making copies so that the next person must enter his/her own access code to make the copier available again. (See page 107)



⑩ FUNCTION CLEAR key

When you press this key, all the modes you have selected will be cleared to the default copy status.

⑪ STOP key

Press this key to stop a multicopy run.

⑫ START key

Press this key to start copying.

⑬ CLEAR key

Use this key to correct the entered copy quantity.

⑭ DIGITAL keys

Use these keys to enter the desired copy quantity. Up to 999 copies can be set.

⑮ COLOR MODE

SELECTION key

AUTO COLOR:

The type of original is automatically recognized. Colored originals are color-copied and monochrome originals are copied in monochrome.

FULL COLOR:

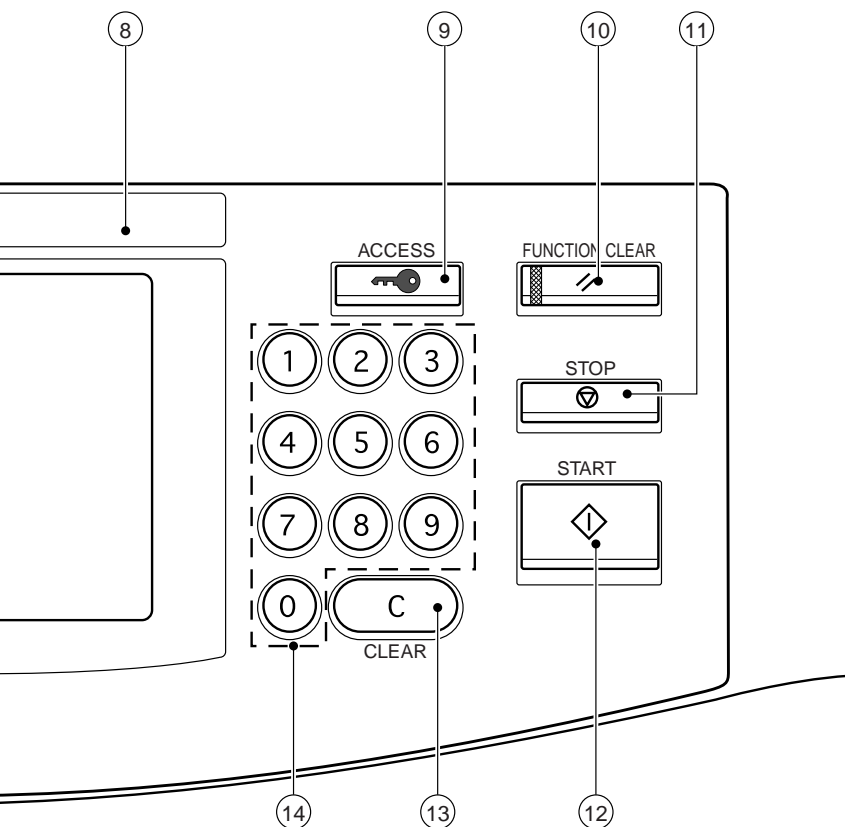
Regardless of color, all originals are color-copied.

BLACK:

Regardless of color, all originals are copied in monochrome.


⑯ CLIP TRAY

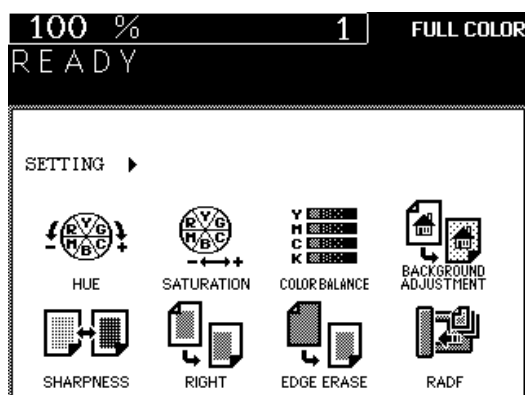
Put any paper clips removed from the originals here for safe keeping.



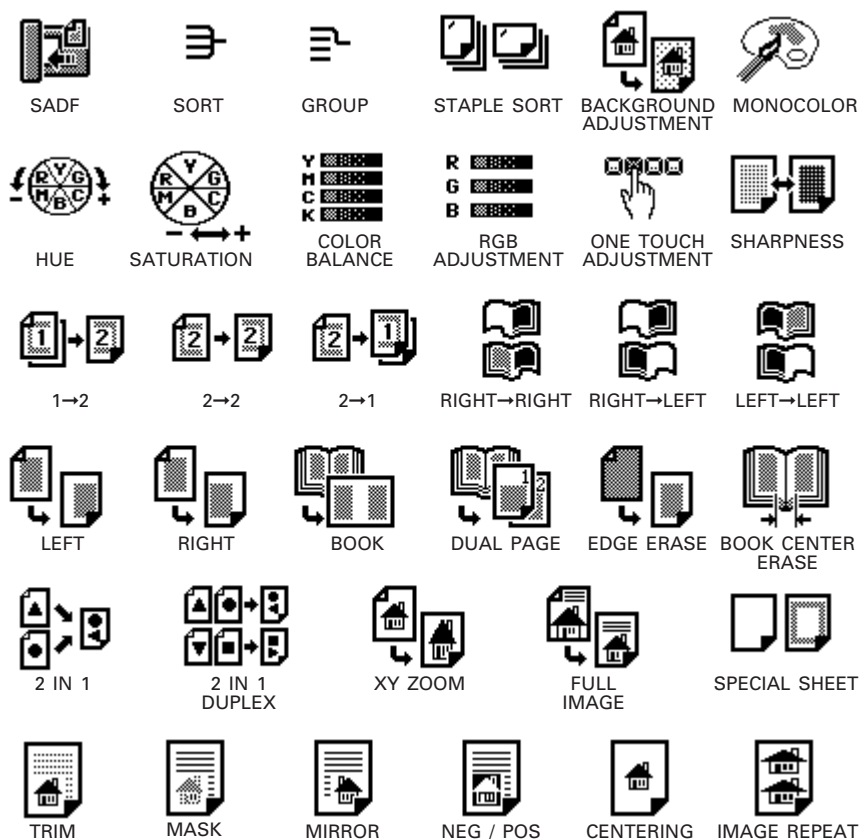
3. DESCRIPTION OF THE CONTROL PANEL(Cont.)

SETTINGS CONFIRMATION function

- If you press the SETTINGS key , the screen on the right will appear.



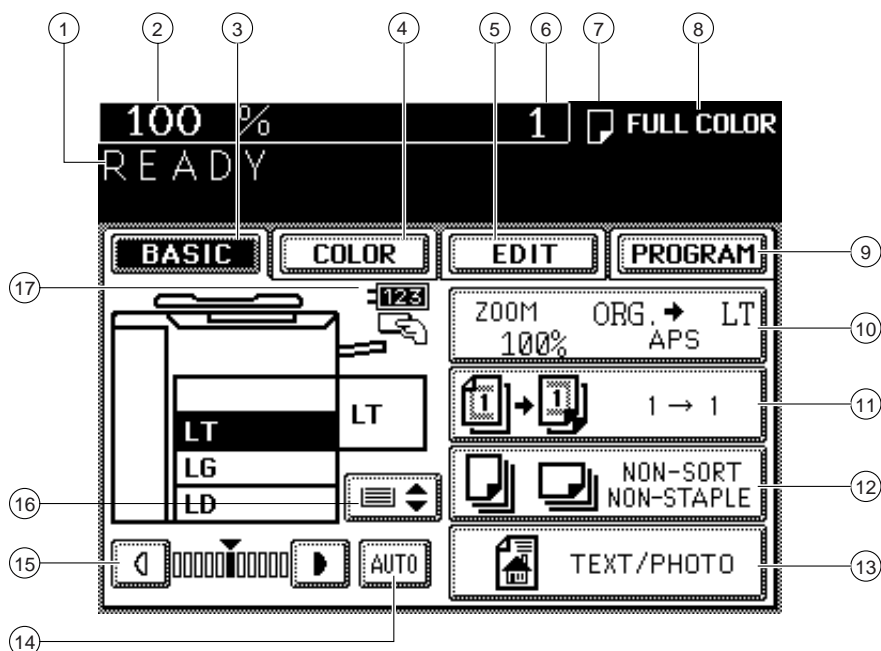
The icons displayed on the screen are as follows (some icons may not appear on the screen):




4. DESCRIPTION OF THE MESSAGE DISPLAY

The Message Display panel shows the operation state, error messages and function menus.

- Each icon displayed is shown in the form of a touch key. You can select the function by touching the key lightly with your finger.
 - Turning ON the power switch will show the Basic menu.
- The functions shown below can be selected directly on the Message Display panel.



- ① **Message**
The current status of the copier appears here.
- ② **Reproduction ratio**
The selected reproduction ratio appears here.
- ③ **BASIC key**
There are setting menus of copy forms, duplexed copying, sort and original modes.
Use this key to return to the BASIC screen.
(See "2.How to make copies" on page 17.)
- ④ **COLOR key**
Use this key to select :
MONOCOLOR (See page 52)
HUE/SATURATION (See page 52, 53)
COLOR BALANCE (See page 55)
RGB ADJUSTMENT (See page 56)
ONE-TOUCH ADJUSTMENT (See page 57)
BACKGROUND ADJUSTMENT (See page 58)
SHARPNESS (See page 59)
- ⑤ **EDIT key**
Use this key to select :
IMAGE SHIFT (See page 61)
EDGE ERASE (See page 62)
DUAL PAGE (See page 68)
FULL IMAGE (See page 70)
- ⑥ **Copy Quantity**
The number of copies entered with the digital keys is displayed here.
- ⑦ **Copy Paper Type**
The icon of the selected mode is displayed when thick or transparent paper is selected.

SPECIAL SHEET
- ⑧ **Color Mode**
The selected color mode (AUTO COLOR, FULL COLOR, BLACK or MONOCOLOR) is displayed here.

4. DESCRIPTION OF THE MESSAGE DISPLAY(Cont.)

⑨ **PROGRAM** key

Use this key to select:

AUTOMATIC DOCUMENT FEEDER (See page 24)

BYPASS FEED (See page 41)

CASSETTE (See page 47)

JOB MEMORY (See page 101)

OTHER KEY (See page 103)

CHANGE LANGUAGES (See page 118)

USER SELECTION (See page 119)

WEEKLY TIMER (See page 99)

DATE/TIME (See page 97)

TOTAL COUNTER (See page 108)

DEPT.MANAGEMENT (See page 109)

CALIBRATION (See page 94)

⑩ **Copy Form** key

Use this key to set reproduction, copy size, etc.

⑪ **Duplexed Copy** key

Use this key to make 2-sided copies from 2-sided (or book) or 1-sided originals. You can also make 1-sided copies from 2-sided originals. (See page 73)

⑫ **SORT/STAPLE Setting** key

Use this key to select the sort, group and stapling modes. An optional sorter must be installed to display this key. (See page 121)

⑬ **Original Mode Selection** key

Use this key to select the suitable copy mode for the originals.

⑭ **AUTO** key

Use this key to make the copier automatically detect the density and background of the original and determine the optimum copy density.

⑮ **Manual Density Selection** key

Press the keys of both sides to change the copy density.

⑯ **Cassette Switch** key

Use this key to switch cassette (including sheet bypass).

* Pressing the desired cassette on the Message Display panel will also select the cassette.

⑰ **KEY COPY COUNTER** symbol

This symbol flashes when the optional copy counter is not inserted in the copier.

Insert it to make copies. (See page 117)

Automatic Clear Function

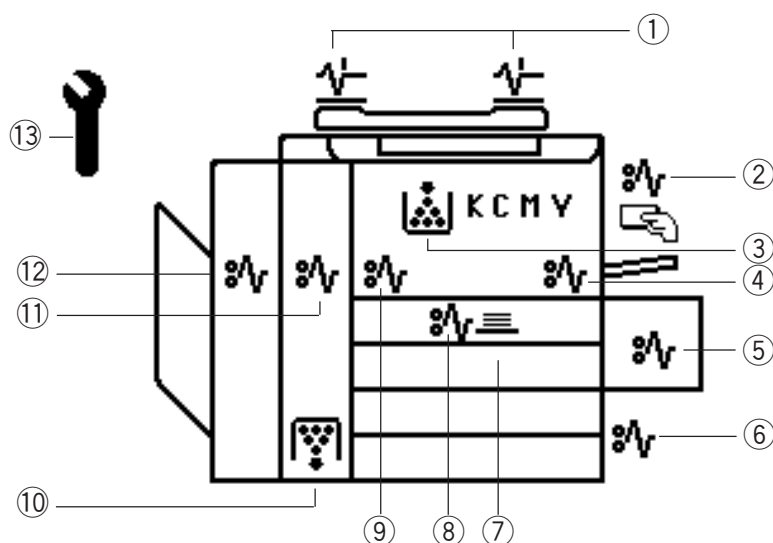
- If you do not press the START key within about 45 seconds after having set the desired copy modes, the functions you have selected are automatically cleared to the default mode.
- While the Department Management function is being operated, the display returns to the access code input screen (see page 107).

How to Cancel the Selected Functions

- Pressing the selected (shaded) key once again clears the function you have selected.
- Pressing nothing will also clear the settings to the default mode by the automatic clear function.

5. DESCRIPTION OF THE GRAPHIC DISPLAY

The graphic display shows the status of the copier. When one of the graphic symbols flashes, take the appropriate action referring to the page shown.



- ① **CHECK ORIGINAL symbol**
This symbol flashes when an original is misfed inside the automatic document feeder.
- ② **BYPASS MISFEED symbol**
This symbol flashes when no paper is fed into the copier in bypass copying. Remove and reset the sheets on the sheet bypass.
- ③ **ADD TONER symbol**
This symbol flashes when the toner supply in the cartridge runs out.
- ④ **CLEAR PAPER symbol**
This symbol flashes when paper is misfed on the paper path inside the copier.
- ⑤ **CLEAR PAPER symbol**
This symbol flashes when a sheet of paper fed from the large-capacity feeder is misfed in the paper feed section.
- ⑥ **CLEAR PAPER symbol**
This symbol flashes when a sheet of paper fed from the selected cassette is misfed in the paper feeding section.
- ⑦ **STACK symbol**
This symbol flashes when sheets of paper copied on one side are stacked in the duplexer. This symbol also flashes when sheets of paper are left in the duplexer. In this case, remove paper from the duplexer.
- ⑧ **CLEAR PAPER symbol**
This symbol flashes when paper is misfed in the automatic duplexer.
- ⑨ **CLEAR PAPER symbol**
This symbol flashes when paper is misfed on the transfer belt.
- ⑩ **REPLACE TONER BAG symbol**
This symbol flashes when the toner bag becomes full of used toner.
- ⑪ **CLEAR PAPER symbol**
This symbol flashes when paper is misfed in the fuser unit.
- ⑫ **SORTER MISFEED symbol**
This symbol flashes when paper is misfed in the optional sorter.
- ⑬ **CALL SERVICE symbol**
This symbol flashes when maintenance by a service technician is necessary.

2. HOW TO MAKE COPIES

1. Paper	18
2. Energy-Saving Function	20
3. Turning ON the Power Switch/Auto Job Start	21
4. Using the Reversing Automatic Document Feeder (Optional)	24
5. Copying in the Automatic Paper Selection Mode	28
6. Reduction and Enlargement Copying	32
7. Copying with Copy Density Selection	36
8. Copying by Original Mode Selection	38
9. Color Mode	40
10. Bypass Copying (Thick Paper/OHP Film)	41
11. Cassette Setting for Thick Paper/OHP Film ..	47
12. Interrupt Copying	49

1. PAPER

Acceptable Paper Types and Sizes

Refer to the list below for the acceptable paper.
Use the recommended paper for optimum copy quality.

Feeder	Paper Type(Mode)	Paper Size	Maximum Capacity	Remarks
1st Cassette	Plain paper	(Standard size) LD(11"X17"),LG(8.5"X14"), LT(11"X8.5"),LT-R(8.5"X11"), ST-R(5.5"X8.5"),	600 sheets(22lb.) 500 sheets(24lb.)	This is not available as a paper source when the duplexer is installed.
	THICK1 (25-28lb.)	COMP(10.1/8"X14"), A3,A4,A4-R,A5-R,B4,B5,B5-R, FOLIO(8.1/4"X13")	600 sheets(22lb.) 500 sheets(24lb.)	
2nd Cassette	THICK1 (25-28lb.)		400 sheets (28lb.)	
	OHP film	(Standard size) LT(11"X8.5"),A4	100 sheets	Paper cannot be placed in the Letter-R direction.
3rd Cassette	Plain paper	(Standard size) LD(11"X17"),LG(8.5"X14"), LT(11"X8.5"),LT-R(8.5"X11"), ST-R(5.5"X8.5"),	600 sheets(22lb.) 500 sheets(24lb.)	
	THICK1 (25-28lb.)	COMP(10.1/8"X14"), A3,A4,A4-R,A5-R,B4,B5,B5-R, FOLIO(8.1/4"X13")	400 sheets (28lb.)	
4th Cassette	Plain paper		600 sheets(22lb.) 500 sheets(24lb.)	
	THICK1 (25-28lb.)		400 sheets (28lb.)	
Sheet Bypass	Plain paper	(Standard size) LD(11"X17"),LG(8.5"X14"), LT(11"X8.5"),LT-R(8.5"X11"), ST-R(5.5"X8.5"),	50 sheets (22lb.) 40 sheets (24lb.)	Set each sheet of paper one at a time.
	THICK1 (25-28lb.)	COMP(10.1/8"X14"), Full bleed(12"X18"),	30 sheets	
	THICK2 (29-37lb.)	A3,A4,A4-R,A5-R,B4,B5,B5-R, FOLIO(8.1/4"X13") *Acceptable paper type of Full bleed must be plain paper and up to THICK1 only.	1 sheet	
	THICK3 (38lb. Bond-110lb. index)			
	Labels (THICK2,THICK3)	(Non-standard size) Length:100-305mm(4.3"-12.0"), Width:148-457mm(5.8"-18.0")		
	OHP film	(Standard size) LT(11"X8.5"),A4	20 sheets	
Large- Capacity Feeder	Plain paper	(Standard size) LT(11"X8.5")	1500 sheets (22lb.) 1500 sheets (24lb.)	Paper cannot be placed in the Letter-R direction.

Recommended Paper

To make copies with a fine image, use of the following sheets is recommended.
If you use copy paper other than the recommended types, ask your service technician.

Paper Type	Toshiba Recommendations / Manufacturer	Size	Mode
Plain Paper	Laser Print (24 lb. bond) / Hammermill	LD,LG,LT	PLAIN
Thick Paper	Color Copy Paper (28 lb. bond) / Hammermill	LD,LG,LT	THICK 1
	Laser Print (28 lb. bond) / Hammermill		THICK 1
	Laser Print (32 lb. bond) / Hammermill	LD,LG,LT	THICK 2
	Index Plus (90 lb. index) / Springhill	LD,LG,LT	THICK 3
	Index Plus (110 lb. index) / Springhill	LD,LG,LT	THICK 3
Labels	5165 / Avery	LT	THICK 2
OHP Film	CG3700 / 3M	LT (125µm)	OHP FILM
	BG78 / Folox		

* Be sure to use OHP films specified by Toshiba only.
Using other types of OHP films may result in the failure of the copier.

Instructions before use

- Using paper with a special process on the surface, paper printed by another copier, or making a copy on the paper surface that has already been copied once may cause poor copy quality.
- Do not use creased, folded, wrinkled, curled, slippery or stiff paper which may cause paper jams.
- Keep the copy paper wrapped. Do not expose it to high humidity after taking the copy paper out of the wrapping paper.
- In case you want to use paper other than that listed above, ask your service technician

2. ENERGY-SAVING FUNCTION

The energy-saving function is to save the power consumption by lowering the fuser temperature while the copier is not being used.
There are two levels for this function.

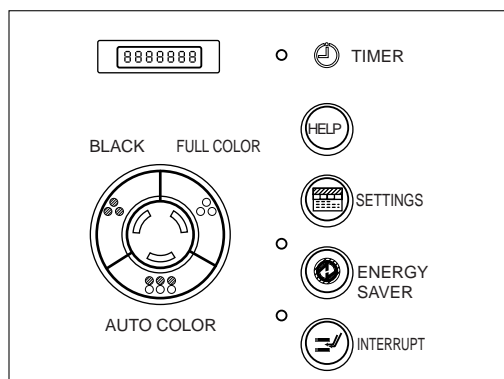
	Energy saving efficiency	Time to return
Level 1	approx.50% (142W)	approx.5 min. 30 sec.
Level 2	approx.20% (227W)	approx.2 min. 30 sec.

*Power consumption during normal standby : approx. 284W

- Level 1 is set as the default mode. You can switch the initial mode depending on user's environment (see page 119).

Forcibly Switching to Energy-saving mode

Press the ENERGY SAVER key on the control panel to forcibly switch to the energy-saving mode. (see page 10)



Canceling the Energy-saving mode

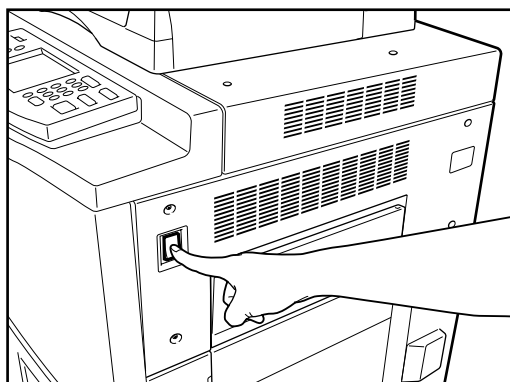
Press the ENERGY SAVER key on the control panel.

The Energy-saving lamp goes off and the copier starts warming up again (see page 10).
See the table above for the time to return.

3. TURNING ON THE POWER SWITCH / AUTO JOB START

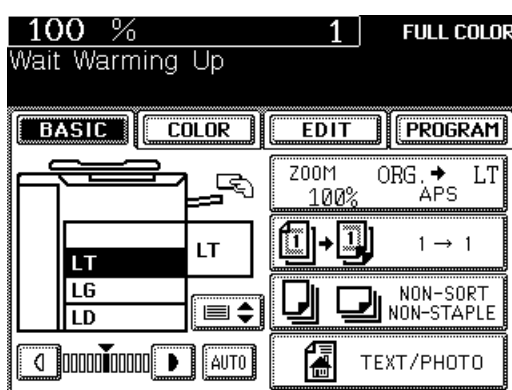
Turning ON the Power Switch

- 1 Turn ON the power switch.



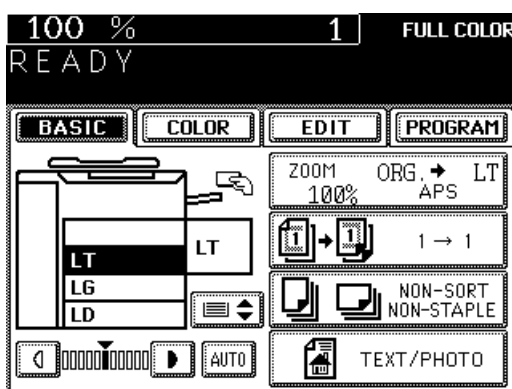
- The following message appears.

Wait Warming Up



- 2 About 9 minutes later, the message "READY" appears.

- This message indicates that you can make copies at any time.



- If this message appears:

If the copier has not been used for a long time, the copier automatically goes into the adjustment mode and the message on the right may appear before warming up. It will soon start working. Do not turn OFF the power. Just wait for a while.

Wait
Performing Auto Calibration

HOW TO
MAKE
COPIES

3. TURNING ON THE POWER SWITCH / AUTO JOB START (Cont.)

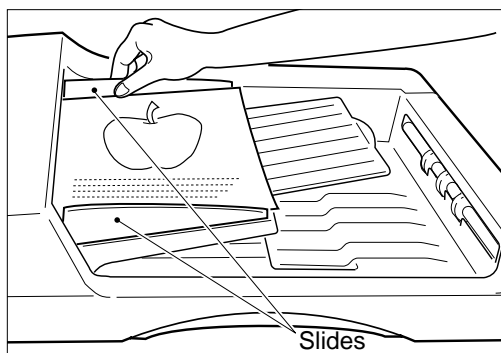
Auto Job Start

If you set the desired copying modes and press the START key during warm-up, the copier automatically starts copying when it becomes READY.

1 Place the original(s) on the original feed tray or on the glass.

When Using the Automatic Document Feeder

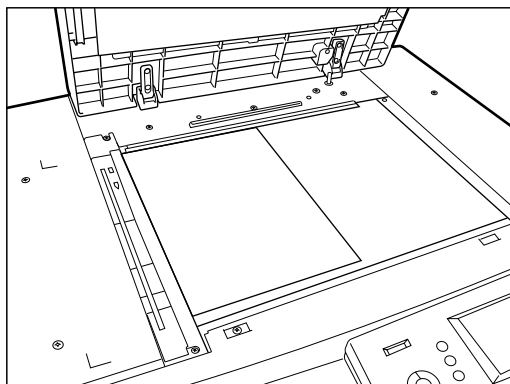
- After aligning the edges of the originals, set them face up on the original feed tray and align the slides to the edges of the originals.
- See page 24 for the number of the originals you can set up at a time.



Note: Remove any paper clips or staples from originals before placing them on the original feed tray.

When Placing the Original on the Glass

- Lifting the original cover or the reversing automatic document feeder, place the original on the glass face down and with its bottom toward you and with its top left aligned against the original scale on the left side.
- Close the original cover or the reversing automatic document feeder slowly after the original size has been detected.



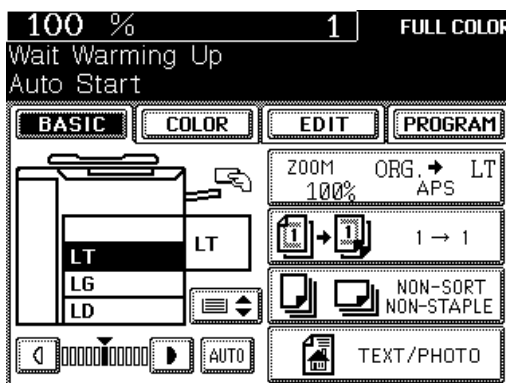
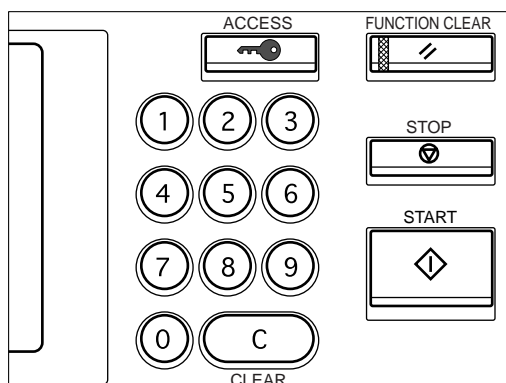
2 Set the desired copy modes.

- The automatic paper selection (APS) mode and copying of one original are selected as the default modes.

3 Press the **START** key.

- The message “Wait Warming Up. Auto Start” appears. When the copier becomes ready, it automatically starts copying in the selected modes.

Tip: You can change the copying modes even after pressing the **START** key. To cancel the Auto Job Start mode, press the **CLEAR** key or the **FUNCTION CLEAR** key.



4. USING THE REVERSING AUTOMATIC DOCUMENT FEEDER (OPTIONAL)

The optional Reversing Automatic Document Feeder automatically feeds and copies sheet paper originals placed on the feeding tray one at a time. This is called the “continuous feed mode.” You can also manually feed originals in one sheet at a time. This is called the “single feed mode.” If you feed in two-sided originals, this document feeder automatically reverses originals after they have been copied so that their reverse sides can be copied.

Precautions When Feeding Originals

1 Use originals with a paper weight in the range of 17 to 24 lb.

2 The number of the originals you can set up at a time differs depending on their size.

Letter, Letter-R, Statement	50
Legal, Comp	35
Ledger	25

3 Do not use the following types of originals as they tend to misfeed or become damaged in the reversing automatic document feeder:

(1) Badly wrinkled or folded originals. In particular, originals whose leading edge is curled may be misfed.



(2) Carbon paper



(3) Taped originals



(4) Clipped or stapled originals



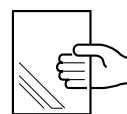
(5) Torn originals (including those with holes in them)



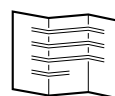
(6) Damp originals



(7) OHP film originals



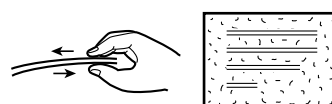
4 Folded or curled originals should be smoothed out before being set on the reversing automatic document feeder.



5 Do not mix originals of different widths at the same time.



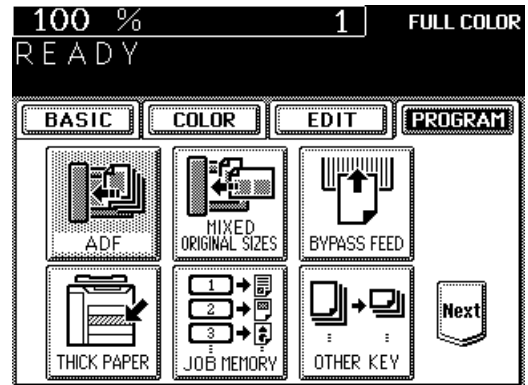
6 If the surface of the originals is so rough that they cannot be moved when two of them are pinched between two fingertips, or if the surface has been processed, these originals could not be used because the automatic document feeder may not be able to separate them.



Copying in the Continuous Feed Mode

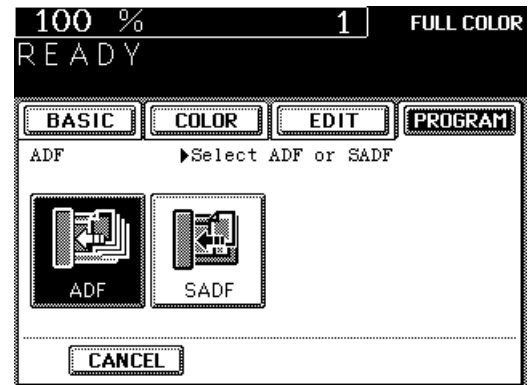
1 Press the **PROGRAM** key on the display panel.

2 Press the **ADF** key.



3 Press the **ADF** key on the panel to select continuous feed.

- **ADF** is highlighted and selected as the default feed mode.
- The panel returns to the original display.

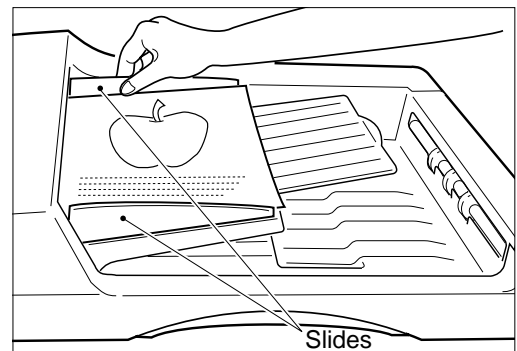


4 Select the desired copy size, reproduction ratio, image density level and copy quantity.

- The automatic paper selection mode is selected as the default mode.

5 Place the originals on the original feed tray.

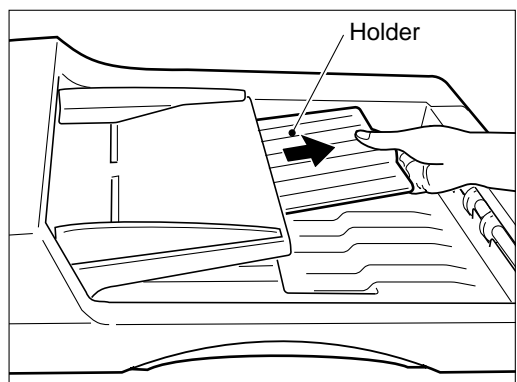
- After aligning the edges of the originals, set them face up on the original feed tray and align the slides to the edges of the originals.



- For setting Ledger or Legal sized paper, pull out the paper holder in the direction of the arrow.

6 Press the **START** key.

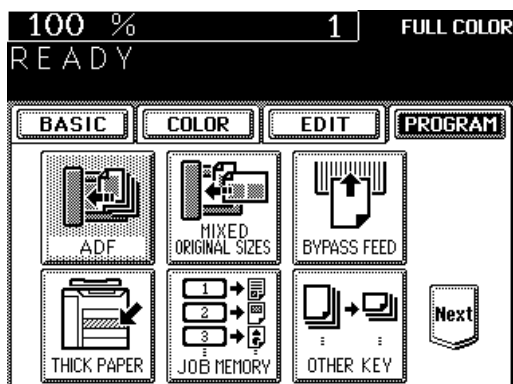
- The originals are fed starting with the lowermost one.



4. USING THE REVERSING AUTOMATIC DOCUMENT FEEDER (OPTIONAL)(Cont.)

Copying in the Single-Feed Mode

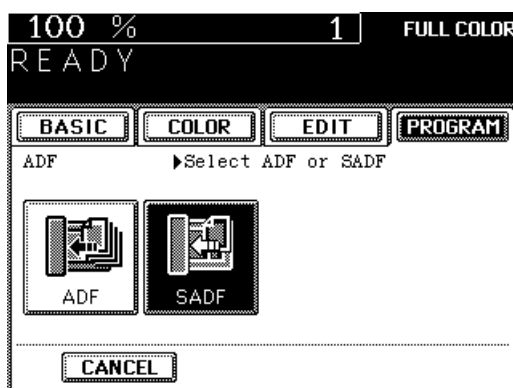
1 Press the **PROGRAM** key on the display panel.



2 Press the **ADF** key.

3 Press the **SADF** key on the panel to select single feeding.

- **SADF** is highlighted and selected.
- The touch panel returns to the original display.

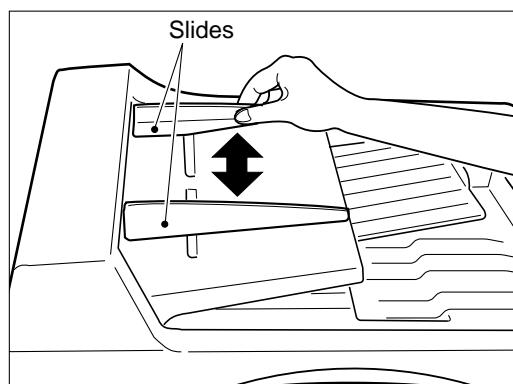


4 Select the desired copy size, reproduction ratio, image density level and copy quantity.

- The automatic paper selection mode is selected as the default mode.

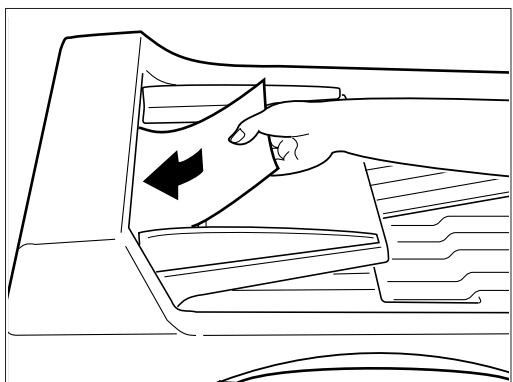
5 Align the slides on the original feed tray to the size of the original.

- Set the slides a little wider than the actual original width.



6 Insert the original.

- Place the original face up and insert it in straight along the slides.
- When the original starts being pulled in automatically, let go of the original. The original is automatically copied.

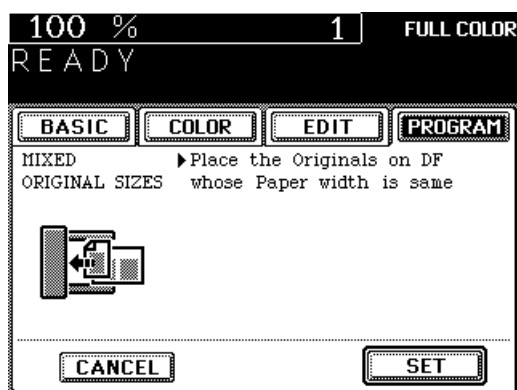
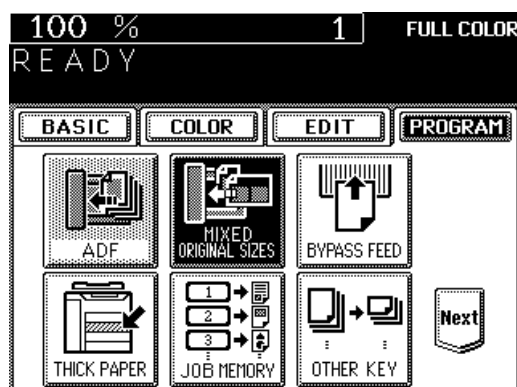


Copying in the Mixed Originals Mode

1 Press the **PROGRAM** key on the display panel.

2 Press the **MIXED ORIGINAL SIZES** key.

3 Press the **SET** key .



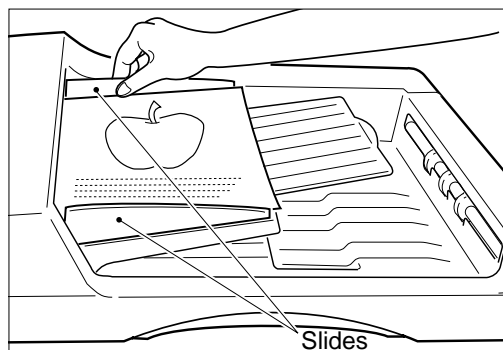
4 Select the Automatic Paper Selection (APS) mode or Automatic Magnification Selection (AMS) mode. Then select the desired copy size, reproduction ratio, image density level and copy quantity as required.

- To make duplexed copies, select the Automatic Magnification Selection (AMS) mode.

5 Place the originals on the original feed tray.

- Mixed originals of Legal and Letter sized paper can be copied at the same time.
- After aligning the edges of the originals, set them face up on the original feed tray and align the slides to the edges of the originals.
- The number of the originals you can load at a time is 25.

6 Press the **START** key.



HOW TO
MAKE
COPIES

5. COPYING IN THE AUTOMATIC PAPER SELECTION MODE

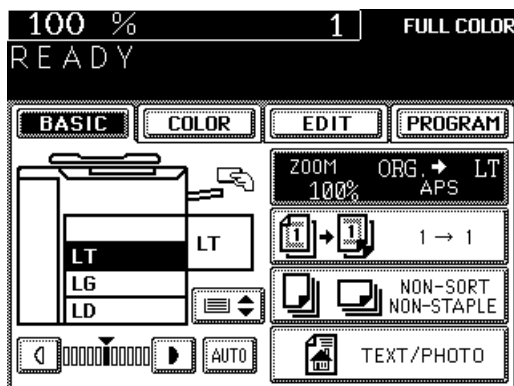
When the power switch is turned ON, the Automatic Paper Selection (APS) mode is selected as the default mode.

In this mode, if you place an original on the document feeder or on the glass, the copier automatically detects the size of the original, and selects paper of the same size as the original. This mode is available only for actual-size (100%) copying.

Procedure

1 Check that the Automatic Paper Selection mode is selected.

- If **APS** is not indicated, press the **ZOOM ORG.→LT** key and select **APS**.

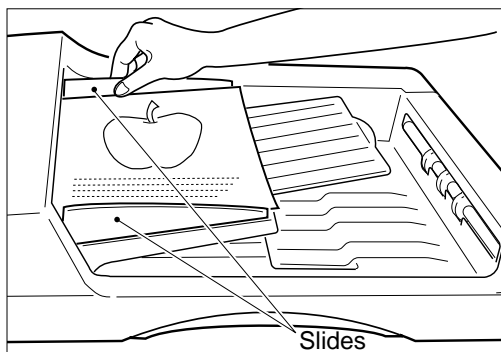


2 Place the original(s) on the original feed tray or on the glass.

When Using the Reversing Automatic Document Feeder

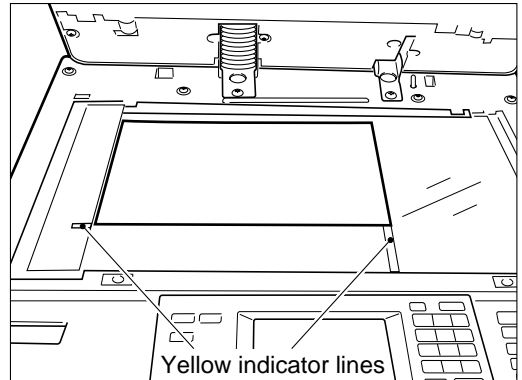
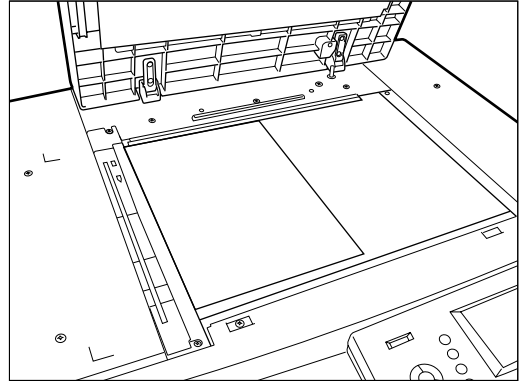
- After aligning the edges of the originals, set them face up on the original feed tray and align the slides to the edges of the originals.
- See page 24 for the number of the originals you can set up at a time.
- When the START key is pressed, the sensor detects the size of the first original, and selects the paper size matched to the original.

Note: Remove any paper clips or staples from the originals before placing them on the original feed tray.



When Placing the Original on the Glass

- Lifting the original cover or the optional reversing automatic document feeder, place the original on the glass face down and with its bottom toward you and with its top left aligned against the original scale on the left side.
- The sensor unit immediately detects the size of the original, and selects the paper size matched to the original.
- Close the original cover or the reversing automatic document feeder slowly after the original size has been detected.



HOW TO
MAKE
COPIES

- Sometimes the following message appears:

Change direction of original

Change the direction of the original on the glass.

Or

Set correct cassette

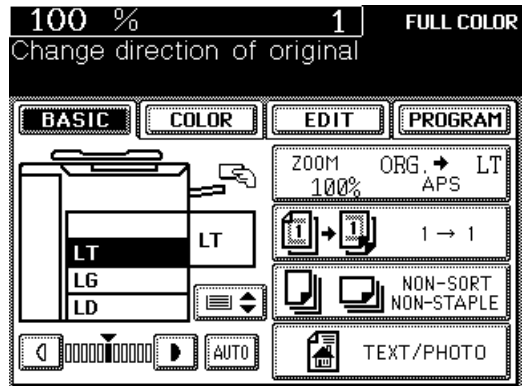
Install the correct-sized cassette.

3

Select the image density level.

- The MANUAL COPY DENSITY mode is selected as the default mode. If the AUTOMATIC COPY DENSITY **AUTO** is selected, the optimum image density is automatically provided according to the darkness of the original.

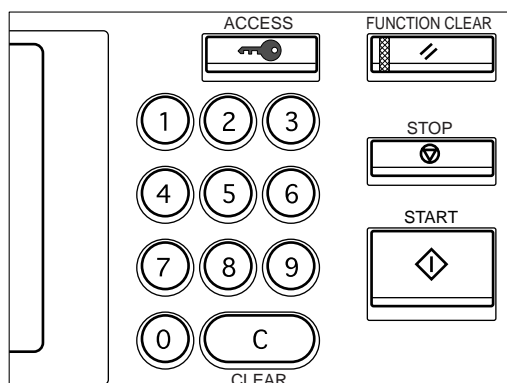
Note: If you want to select the desired image density, press the or key.



5. COPYING IN THE AUTOMATIC PAPER SELECTION MODE (Cont.)

4 Key in the desired copy quantity.

- You can key in up to 999.
- There is no need for this when making only one copy.
- When an incorrect quantity is set, press the CLEAR key and key in the correct number.
- If you press the FUNCTION CLEAR key, all items that you have set are cleared, and the copier returns to the default mode and the Basic menu appears.



5 Press the START key.

- Copying starts and when the required number of copies are made, the copier automatically stops.
- If you do not press the START key within about 45 seconds after having set the desired copy modes, the functions you have selected are automatically cleared to the default mode.

When the Automatic Paper Selection is not Available

The copier may not be able to detect the size of the following types of original in the APS mode:

- Transparent originals such as OHP film
- Entirely blackish originals or originals with blackish edges
- Non-standard size originals such as newspapers and magazines.

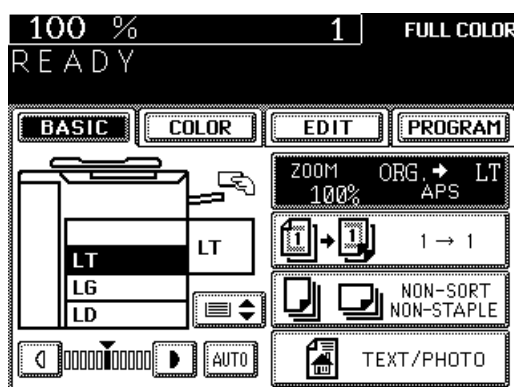
Select the copy size referring to the following steps.

1 Place the original(s) on the original feed tray or on the glass.

- See page 22 for how to set the originals.

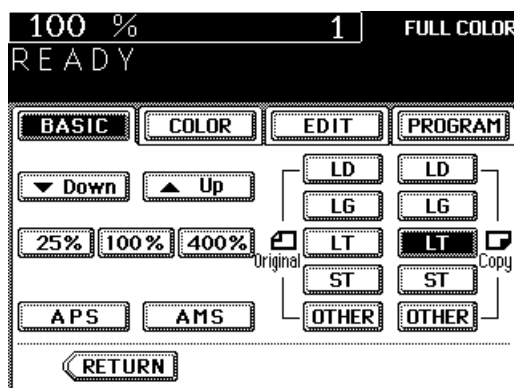
2 Select the desired paper size.

- Press the cassette of the desired copy size on the Basic menu.



- Or press the **ZOOM ORG.→LT** key on the Basic menu to display the screen on the right, then press the key of the desired copy size.

3 Return to the Basic menu, then select the image density level and copy quantity as required.



4 Press the START key.

- Tip:** If there are sheets of paper set on the sheet bypass, you must press the COPY-SIZE key corresponding to the sheets. See page 41.

6. REDUCTION AND ENLARGEMENT COPYING

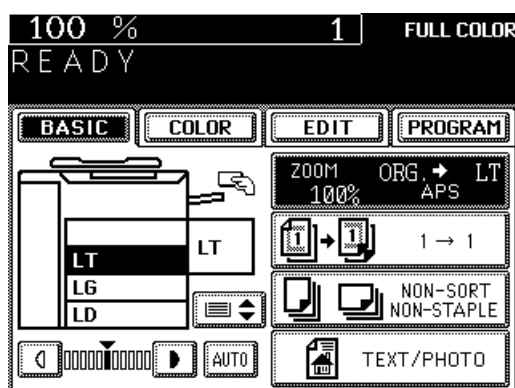
There are three methods available for enlargement and reduction copying.

- Using Automatic Magnification Selection (AMS):
After selecting the AMS mode and the copy size, when you place an original on the glass or when an original is fed from the reversing automatic document feeder, the copier automatically detects the size of the original, and calculates the appropriate reproduction ratio.
- Specifying the original and copy sizes:
When you specify both the original and copy sizes, the copier automatically calculates the appropriate reproduction ratio.
- Using the ZOOM keys:
The ZOOM keys **▼ DOWN** and **▲ UP** allow selection of the desired reproduction ratio from the range of 25% to 400% at increments by 1%.

* See page 82 for X-Y zoom.

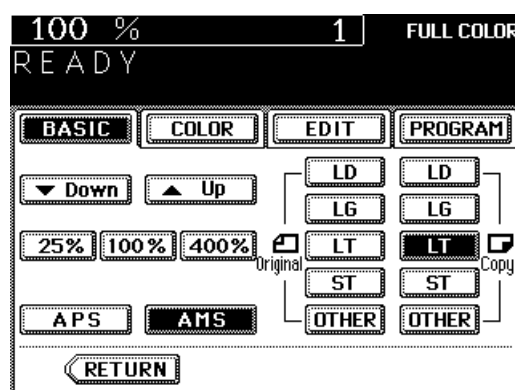
Using Automatic Magnification Selection

- 1 Press the **ZOOM ORG. → LT** KEY.



- 2 Press the **AMS** key.
 - The **AMS** key gets highlighted.

- 3 Press the desired **COPY-SIZE** key.
 - The selected COPY-SIZE key gets highlighted.



- 4 Place the original(s) on the original feed tray or on the glass.
 - See page 22 for how to set the originals.

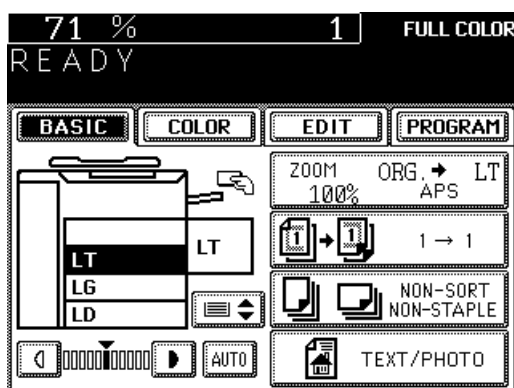
- The sensor unit immediately detects the size of the original, selects the paper size matched to the original, and calculates the reproduction ratio based on the detected original size and the selected copy size. The reproduction ratio is then displayed.

- If the following message appears:

Change direction of original
change the direction of the original on the glass.

- If the following message appears:

Use reduction cassette
install the correct-sized cassette, and start the procedure all over again.



5 Select the desired image density level and copy quantity.

6 Press the START key.

- Reduced or enlarged copies of the selected size will exit.

Tips:

The copier may not be able to detect the following types of original in the AMS mode:

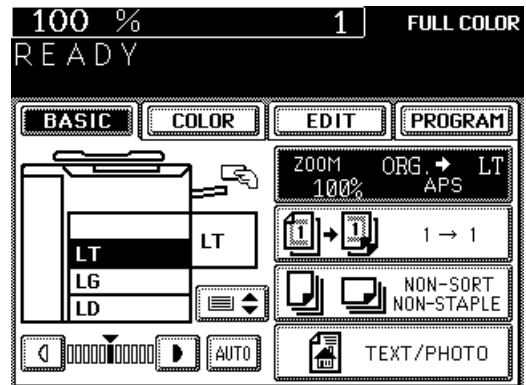
- Transparent originals such as OHP film
- Entirely blackish originals or originals with blackish edges

Refer to "Selecting the Original Size and the Copy Size" on page 34 to make copies of such originals.

6. REDUCTION AND ENLARGEMENT COPYING (Cont.)

Selecting the Original Size and the Copy Size

1 Press the **ZOOM ORG. → LT** KEY.



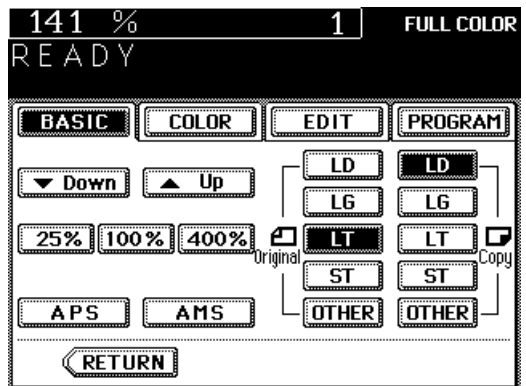
2 Press the **ORIGINAL SIZE** key of the same size as the original to be copied.

3 Press the desired **COPY-SIZE** key.

- The copier calculates the correct reproduction ratio based on the selected original size and copy size, and displays the reproduction ratio on the reproduction-ratio display.
- If the desired size of paper is not in any of the installed cassettes, the following message appears:

Set correct cassette

Install the correct-sized cassette or use the sheet bypass.



4 Place the original(s) on the original feed tray or on the glass.

- See page 22 for how to set the originals.

5 Select the desired image density level and copy quantity.

6 Press the **START** key.

Tip: If there are sheets of paper set on the sheet bypass, you must press the COPY-SIZE key corresponding to the sheets (see page 41) .

Using the Zoom Keys

1 Press the desired cassette on the display panel.

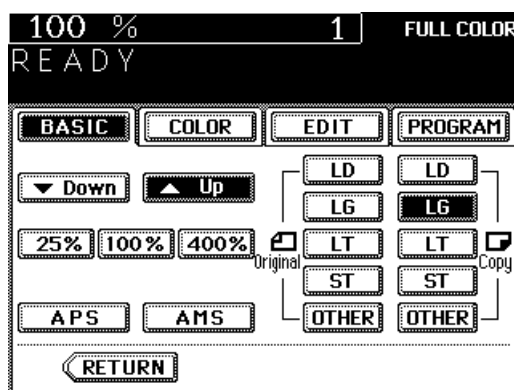
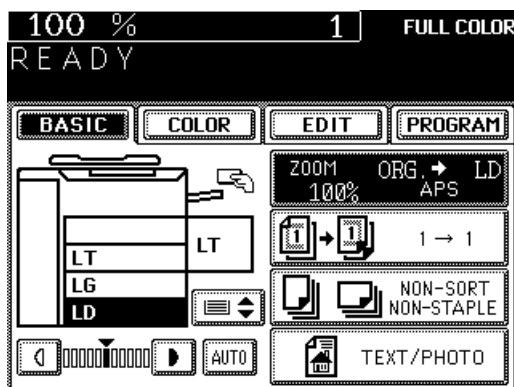
2 Press the **ZOOM ORG. → LT** KEY.

3 Press the **▲ Up** or **▼ Down** key to select the desired reproduction ratio.

- For enlargement, use the **▲ UP** key. For reduction, use the **▼ DOWN** key.
- Each time you press either ZOOM key, the reproduction ratio changes by 1%. Holding down the key changes the reproduction ratio continuously.
- Pressing the **400%** key or the **25%** key causes 400% or 25% to be immediately displayed.
- Pressing the **100%** key returns the copier to actual-size copying.

4 Select the desired image density level and copy quantity if required.

5 Press the **START** key.







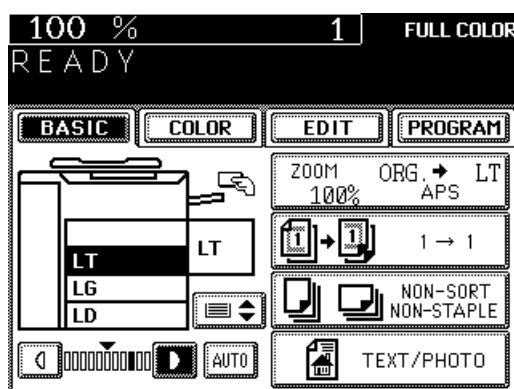
7. COPYING WITH COPY DENSITY SELECTION

There are two modes of adjusting the image density and background level of the copy. In the manual copy density mode, you can produce lighter or darker copies. In the automatic copy density mode, the copier automatically detects the density of the original, and selects the optimum image density and background level. This mode is suitable for originals containing only text and illustrations. Originals with black areas and halftoned originals should be copied in the manual copy density mode.

Copying in Manual Density Mode

1 Press the or key to change the copy density.

- To produce lighter copies, press the  key. Each time you press the  key, the density-indicating mark moves one step to the left, and your copies are produced proportionally lighter.
- To produce darker copies, press the  key. Each time you press the  key, the density-indicating mark moves one step to the right, and your copies are produced proportionally darker.



2 Place the original(s) on the original feed tray or on the glass.

- See page 22 for how to set the originals.

3 Set the desired copy size, reproduction ratio and copy quantity if required.

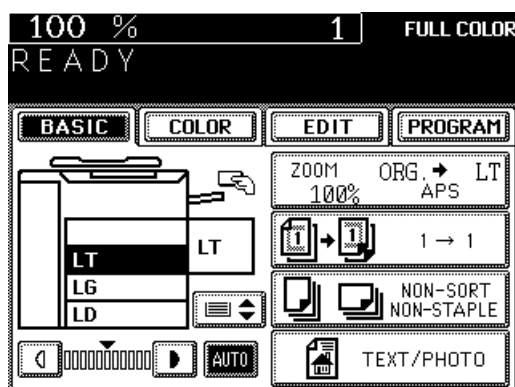
4 Press the START key.

- Copies are made in the selected copy density level.

Copying in Automatic Density Mode

- 1 Press the **AUTO** key.
- 2 Place the original(s) on the original feed tray or on the glass.
 - See page 22 for how to set the originals.
- 3 Set the desired copy size, reproduction ratio and copy quantity if required.
- 4 Press the **START** key.
 - The copier automatically detects the density of the original, and makes copies at the optimum image density and background level.

Tip: When copying has been completed, the **FUNCTION CLEAR** key flashes. Press it or press nothing for 45 seconds to clear the automatic copy density mode to the default mode (manual copy density).



8. COPYING BY ORIGINAL MODE SELECTION

You can select the copy mode (Text/Photo, Text, Printed Image, Photo, Map or Advanced Image) and produce clear copies matched to the type of original.

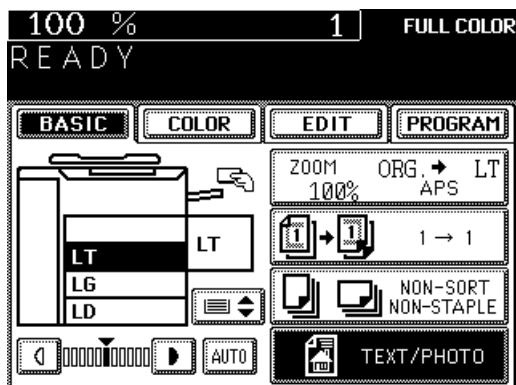
*Advance Image Enhancement mode is an optional.

*The advance Image enhancement mode requires the optional AI board to be installed.

1 Place the original(s) on the original feed tray or on the glass.

- See page 22 for how to set the originals.

2 Press the **TEXT/PHOTO** key on the Basic menu.



3 Press the **TEXT/PHOTO**, **TEXT**, **PRINTED IMAGE**, **PHOTO**, **MAP** or **ADVANCED IMAGE** key.

- The screen on the right is displayed.

Select the appropriate mode depending on the type of original.

Text/Photo: Original with text and photo mixed together

Text: Original with text only (or text and line artwork)

Printed Image: Original with photo graphic images

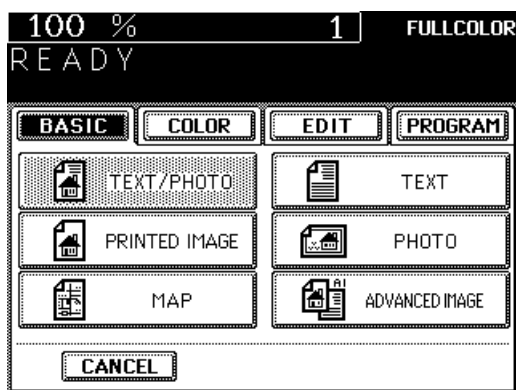
Photo: Original with black-and-white photos

Map: Original with fine illustrations and text



Advanced Image (Optional) :

The copier automatically recognizes the contents of the original in each block or originals in each page and makes copies in appropriate modes.

This is suitable for copying several types of originals mixed together.



Note: In the Advance Image Enhancement mode, the patterns of originals are recognized during copying, so the copying speed becomes slower.

4 If necessary, press the  or  key to adjust the image density.

5 Select the desired copy size, reproduction ratio and copy quantity.

6 Press the **START** key.

- Copies are made in the selected copy mode.

9. COLOR MODE

This function is to switch the color copy mode and black-and-white copy mode.

Selecting the Color Mode

1 Press the desired color mode selection key.

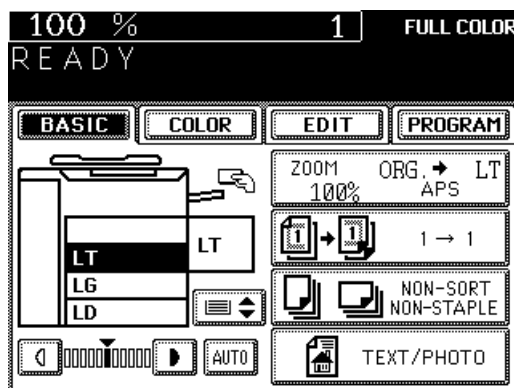
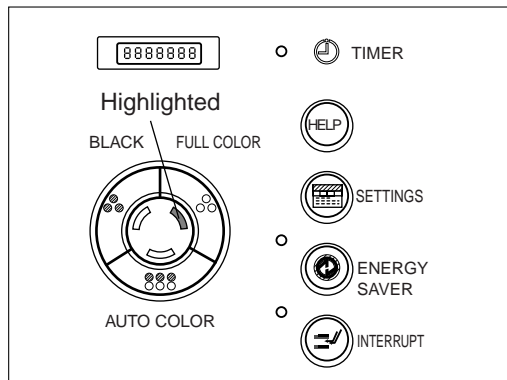
- **FULL COLOR**: Regardless of color, all originals are color-copied.
- **AUTO COLOR**: The type of original is automatically recognized. Colored originals are color-copied and black-and-white originals are copied in black-and-white.
- **BLACK**: Regardless of color, all originals are copied in black.

Note: Full color mode is selected as the default mode.
See page 119 for changing the initial mode.

- The lamp of the selected key is highlighted and the selected color mode is displayed in the top right corner of the display panel.

Tips:

- In the AUTO COLOR mode, the colors of originals are recognized during copying, so the copying speed becomes slower.
- In the AUTO COLOR mode, if the color area is too small or the colors are close to black or they are too light, color originals may be copied in black. In this case, select the FULL COLOR mode.
- Yellowish originals or originals with a colored background may be automatically copied in color even though they are black-and-white. To be certain to make the copies in the desired mode, select FULL COLOR or BLACK.



10. BYPASS COPYING (THICK PAPER/OHP FILM)

Bypass copying is convenient when the size of any paper cassettes installed in the copier is not the size you require or when you want to use special sizes of paper such as Full Bleed (12"X18") or special types of paper such as thick paper and OHP films(transparency) or sticker labels.

Bypass Copy Mode

- This copier has bypass copy modes corresponding to paper types. Refer to the table below and select the mode corresponding to the sheets. Otherwise, it may cause paper jams or lower the image quality.
- The number of sheets that can be set at a time differs depending on paper type. Setting more than specified number of sheets at a time may cause copier failure or paper jams. Be sure to set within the specified range.
- The range of acceptable paper sizes is from Full Bleed to Statement-R.

HOW TO
MAKE
COPIES

Bypass Copy Mode	Corresponding Paper Type	Maximum Capacity
PLAIN	Plain paper (17-22 lb.)	approx.50 sheets
	Plain paper (23-24 lb.)	approx.40 sheets
12"X18"	*Full Bleed (17-28 lb.)	approx.30 sheets
OHP FILM	OHP films	approx.20 sheets
THICK 1	Thick paper (25-28 lb.)	approx.30 sheets
THICK 2	Thick paper (29-37 lb.)	1 sheet
THICK 3	Thick paper (38-110 lb. index)	1 sheet
	Thick sticker labels	

*Full Bleed = 12"X18"

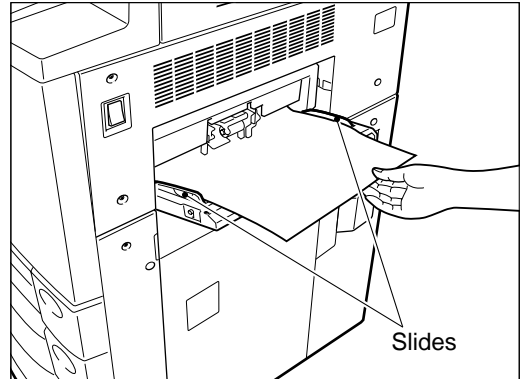
10. BYPASS COPYING (THICK PAPER/OHP FILM) (Cont.)

Procedure

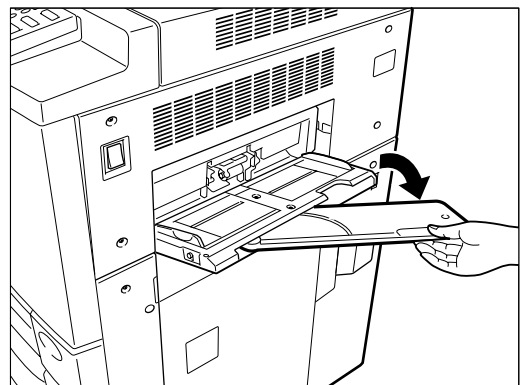
1 Place the original(s) on the original feed tray or on the glass.

- See page 22 for how to set the originals.

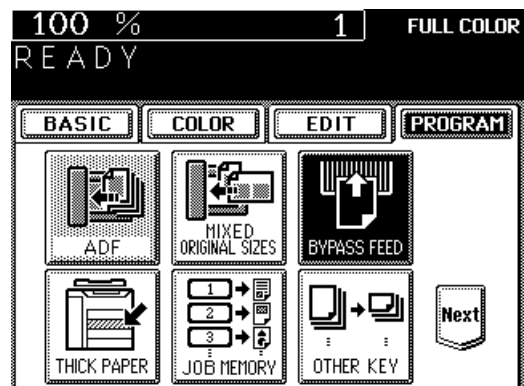
2 Place the sheets of copy paper on the sheet bypass and align the slides to the paper size.




- For setting horizontally long-sized paper such as Ledger, Legal or Letter-R sized paper, pull out the paper holder.



3 Press the **PROGRAM** key to enter the Program menu, then press the **BYPASS FEED** key.



- When paper is set on the sheet bypass, the display in step 4 also appears if you select bypass copying by pressing the bypass guide icon  on the screen on the right.

Plain Paper (Full Bleed)

4 Press the **PLAIN** or **12"X18"** key.

5 Select the desired copy size and set the other copy modes if required.

Tips:

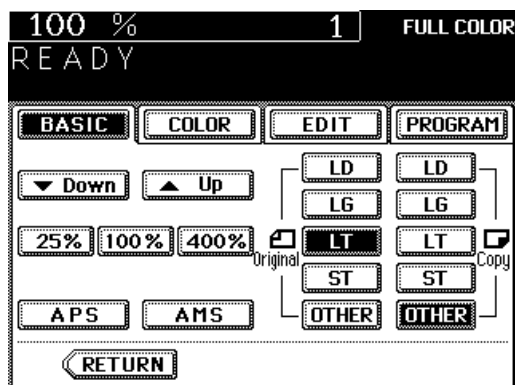
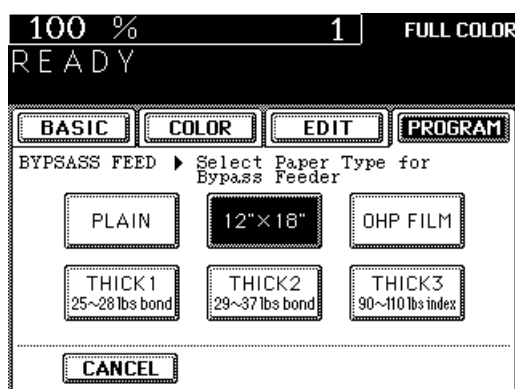
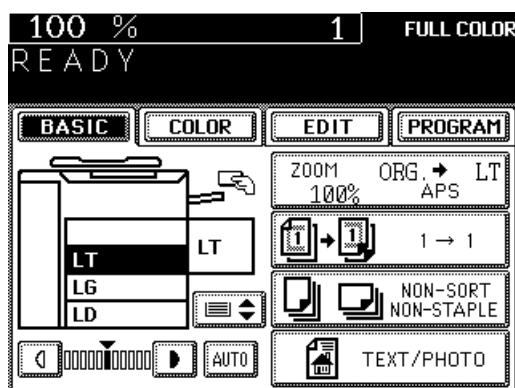
- If Letter-R paper is used, press the **LT** key twice.
- If the size of the sheets fed from the sheet bypass is not set, the Automatic Magnification Selection is canceled.

6 Set the copy quantity.

7 Press the **START** key.

Tips:

- If the BYPASS MISFEED symbol flashes, pull out the paper and set it on the sheet bypass again.
- When copying is finished, the lamp of the **FUNCTION CLEAR** key lights. Press the **FUNCTION CLEAR** key, or the bypass copying mode will automatically return to the default mode in 45 seconds.



10. BYPASS COPYING (THICK PAPER/OHP FILM) (Cont.)

Thick Paper

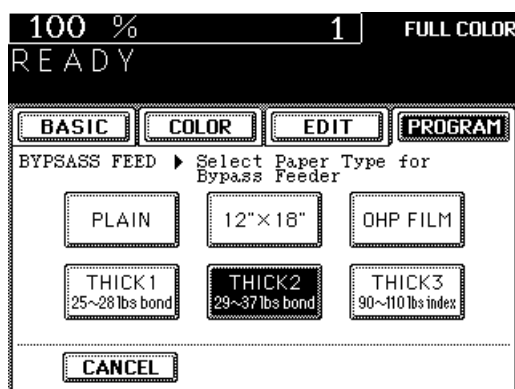
Tips:

- Use the recommended thick paper and sticker labels if possible. Thick paper sold at stores is also available for this copier, but paper of some brands may not be suitable to acquire a clear image. In this case, ask your service technician.
- Due to the image quality adjustment, it takes a few minutes to switch between "PLAIN" X "Full Bleed (12"X18)" X "OHP FILM" X "THICK1" and "THICK2" X "THICK3".

4 Check the type of the thick paper and press the **THICK1**, **THICK2** or **THICK3** key.

Tips:

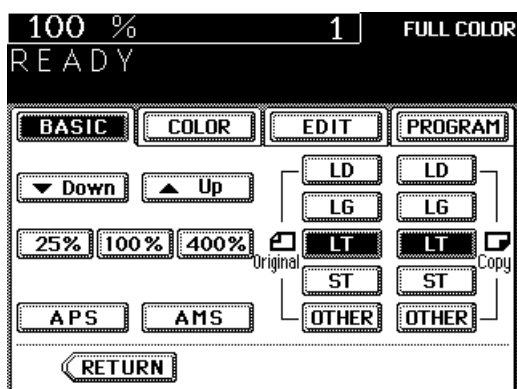
- For bypass copying mode for thick paper and sticker labels, see the table on page 19.
- The thick paper mode cannot be combined with Full Bleed (12"X18") mode.



5 Select the desired copy size and set the other copy modes if required.

- Press the COPY-SIZE key corresponding to the copy paper that is set.
- If Letter-R paper is used, press the **LT** key twice.

Tip: If the size of the sheets fed from the sheet bypass is not set, Automatic Magnification Selection is canceled.



6 Set the copy quantity.

7 Press the START key.

10. BYPASS COPYING (THICK PAPER/OHP FILM) (Cont.)

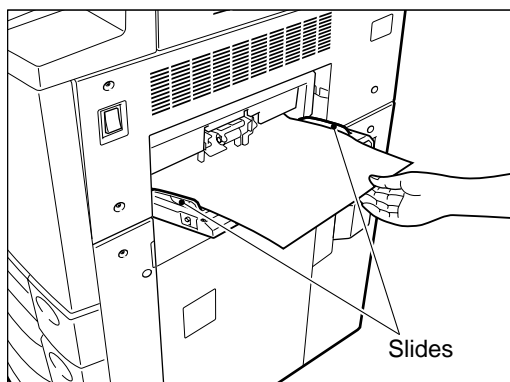
OHP Films

Tips:

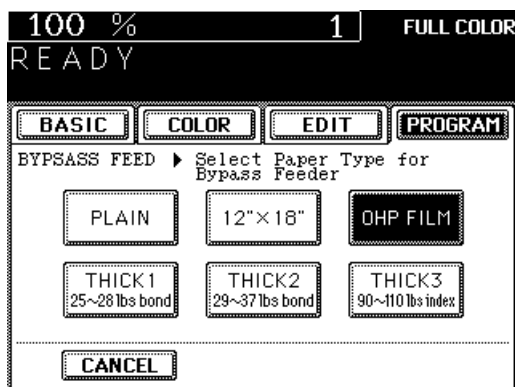
- Use the recommended OHP films (LT only). Using other kinds of OHP films may cause jams and copier failure, and image quality may be lowered as well and copies cannot be made in clear color. If you want to use the other kinds of OHP films, ask your service technician.
- Set the OHP films on the sheet bypass vertically (same as LT placement). If you set them horizontally (same as LT-R placement), the following message will appear:

Set transparency film LT direction

- If you select the OHP Film mode, the copy speed becomes slower.



4 Press the **OHP FILM** key.



5 Letter is automatically selected for the copy size.

6 Set the copy quantity.

Tip: Up to 20 OHP films can be set at a time. If you will make copies of more than 20 films, feed them from the exclusive cassette for OHP (see page 48).

7 Press the **START** key.

11. CASSETTE SETTING FOR THICK PAPER/OHP FILM

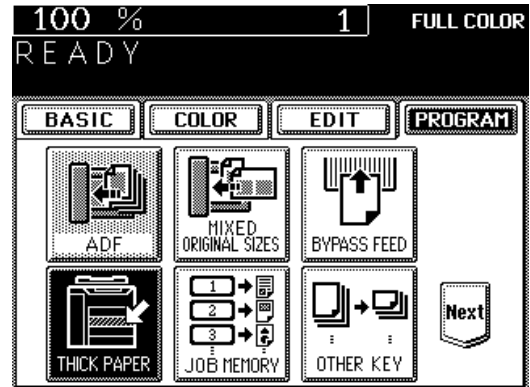
Thick paper with a weight of 28lbs. and OHP film can be fed from the cassette. This is convenient if copies are often made on special paper.

Setting the Cassette for Thick Paper (28lb.)

1 Set the thick paper (28lb.) on the cassette.

- The procedure for changing the paper size of the cassette for thick paper is the same as that for normal paper. See page 130.
- Thick paper with a weight of greater than 28lbs. can be fed only from the sheet bypass. See page 42.
- Up to 400 sheets (28lb.) can be set at a time.

2 Press the **PROGRAM** key to enter the Program menu, and press the **THICK PAPER** key.

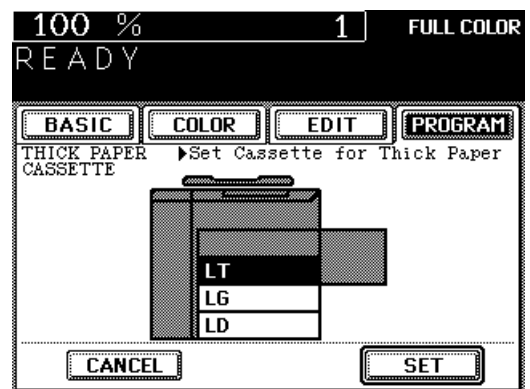


HOW TO
MAKE
COPIES

3 Press the desired cassette for the thick paper on the display.

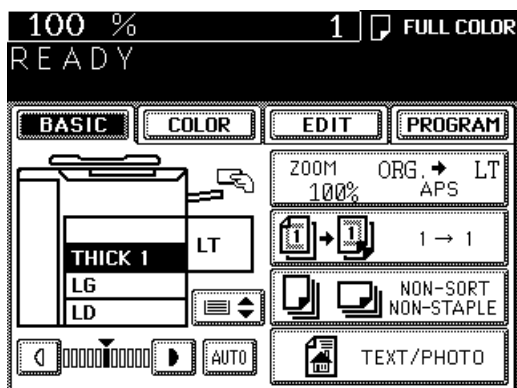
- The top cassette cannot be set for thick paper. Use the 2nd, 3rd or 4th cassette.

4 Press the **SET** key.



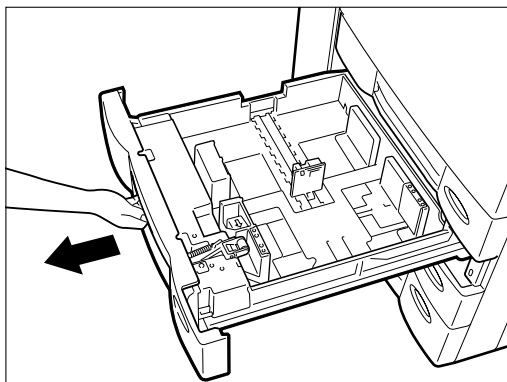
11. CASSETTE SETTING FOR THICK PAPER/OHP FILM (Cont.)

- 5 Check that THICK 1 is shown on the selected cassette of the display.

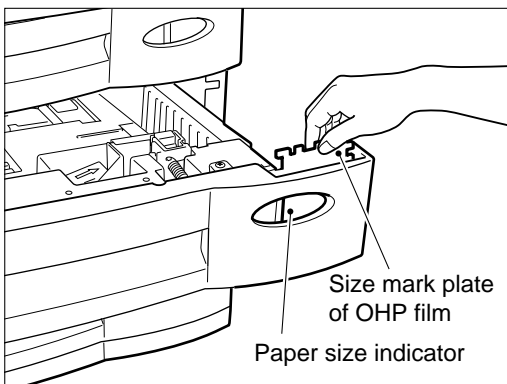


Setting the Cassette for OHP Film

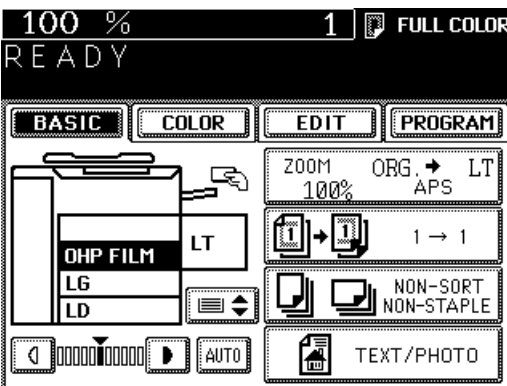
- 1 Pull out the second cassette slowly until it comes to a stop.
- 2 Set the OHP films on the cassette.
 - Acceptable size is Letter only. Be sure to set them vertically (same as Letter placement).



- 3 Take out the size mark plate of the cassette and set that of the OHP film.
 - "OHP FILM" is shown in the paper size indicator.



- 4 "OHP FILM" is displayed on the second cassette on the Basic menu.



12. INTERRUPT COPYING

The interrupt copying mode is convenient when you want to make copies of another set of originals during a multicopy run. Interrupt copying is possible using the cassettes or the bypass.

1 Press the INTERRUPT key.

The following message appears:

Job interrupted job 1 saved

2 Replace the original with a new original.

- See page 22 for how to set the original.

Tip: During the interruption, the reversing automatic document feeder and automatic duplexer (optional) are inoperable.

3 Select the desired copy size, image density level, reproduction ratio, etc. if necessary.

4 Press the START key.

- You can make multiple copies by pressing the START key once for each copy desired.

5 After interrupt copying is finished, press the INTERRUPT key again.

- The following message appears:

Ready to resume job 1

6 Replace the previous original and press the START key.

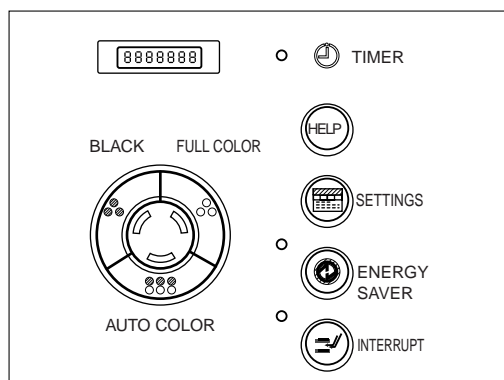
- The remaining number of copies of the previous multicopy run will be made automatically.

Interrupt Copying during Printing

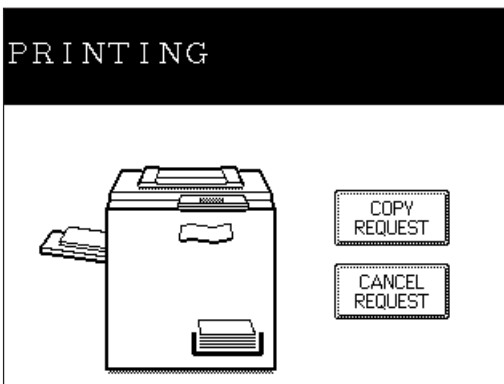
If you press the **COPY REQUEST** key while the printer is being used, interrupt copying becomes available when the current printing job is completed.

The screen on right appears during printing.

- If you want to make copies as soon as printing has been finished, press the **COPY REQUEST** key.
- If you want to cancel the copy request, press the **CANCEL REQUEST** key.



HOW TO
MAKE
COPIES



3. COLOR EDITING AND ADJUSTMENT

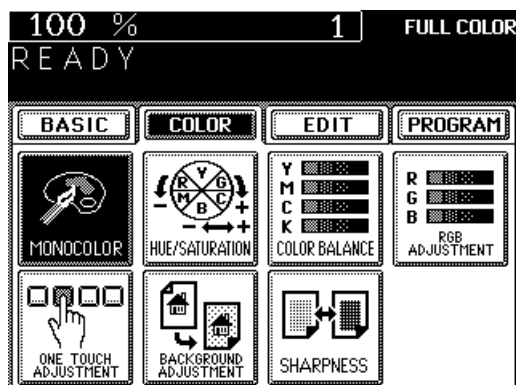
1.Monocolor Copying	52
2.Hue Adjustment.	53
3.Saturation	54
4.Color Balance (YMCK Adjustment)	55
5.RGB Adjustment	56
6.One-Touch Image Quality Adjustment.	57
7.Background Adjustment	58
8.Sharpness Adjustment	59

1. MONOCOLOR COPYING

You can select one color out of 10 colors of the color sample seal to make a monochrome copy.

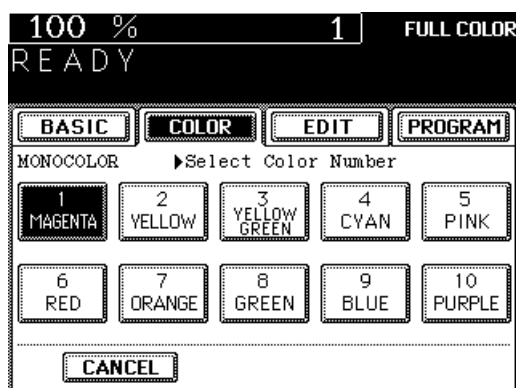
Procedure

- 1 Press the **COLOR** key to enter the color menu, then press the **MONOCOLOR** key.



- 2 Press the desired copy color key.
 - Press the **MAGENTA** key for instance.

Note: Refer to the color sample seal.



- 3 Select the desired copy size, image density level, copy quantity, etc. if necessary.

- 4 Press the **START** key.

2. HUE ADJUSTMENT

This function is available to adjust the hue by changing the hue circle.

Procedure

1 Press the **COLOR** key to enter the color menu, then press the **HUE/SATURATION** key.

2 Press the **HUE** key, then the **+** or **-** key to adjust the hue.

- Pressing the **+** key brings the color closer to the next clockwise color while pressing the **-** key brings it closer to the next counterclockwise color.

3 Press the **SET** key.

4 Select the desired copy size, image density level, the copy quantity, etc. if necessary.

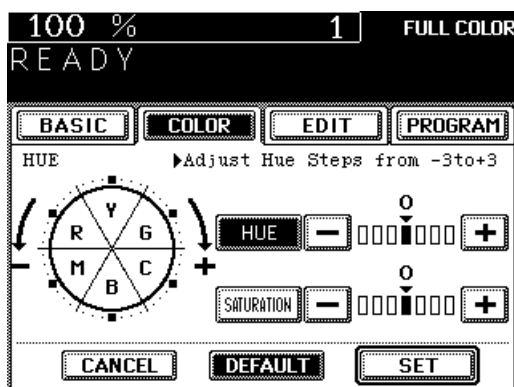
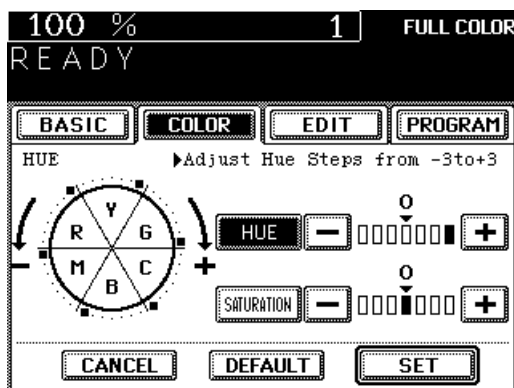
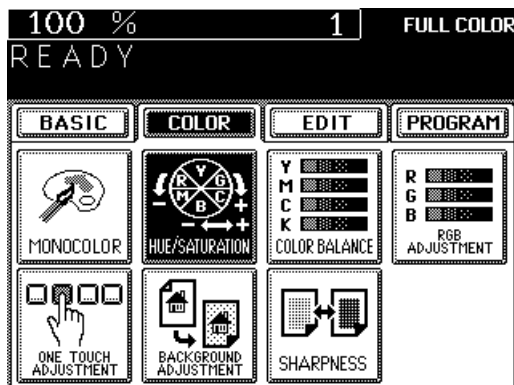
5 Press the **START** key.

Canceling the Hue Adjustment

There are two ways for clearing the setting besides the normal canceling method.

- Press the **+** or **-** key on the HUE column to move the indicator to 0, then press the **SET** key.
- Press the **DEFAULT** key, then the **SET** key.

*The saturation setting also becomes the default mode.

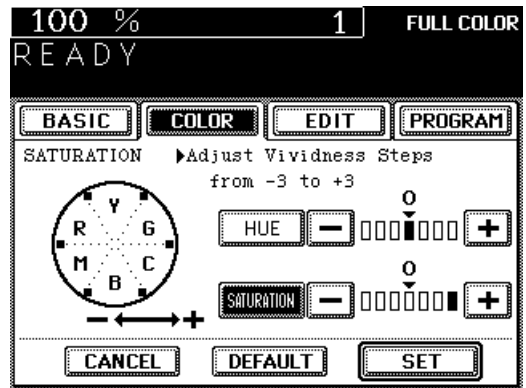
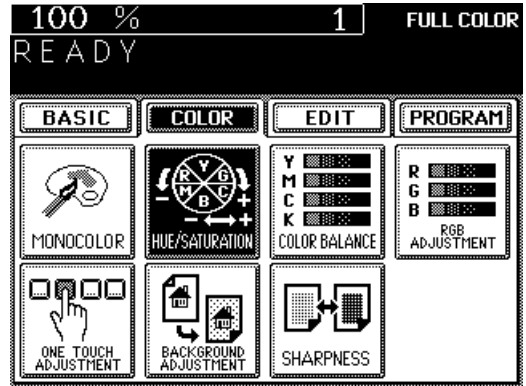


3. SATURATION

This function allows you to adjust the saturation of copies.

Procedure

- 1 Press the **COLOR** key to enter the color menu, then press the **HUE/SATURATION** key.
- 2 Press the **SATURATION** key, then the **+** or **-** key to adjust the saturation.
 - Pressing the **+** key increases the brightness while pressing the **-** key decreases the brightness.
- 3 Press the **SET** key.
- 4 Select the desired copy size, image density level, the copy quantity, etc. if necessary.
- 5 Press the **START** key.

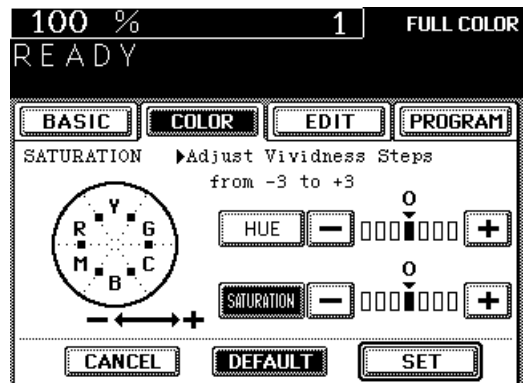


Canceling the Saturation Adjustment

There are two ways for clearing the setting besides the normal canceling method.

- ① Press the **+** or **-** key on the SATURATION column to move the indicator to 0, then press the **SET** key.
- ② Press the **DEFAULT** key, then the **SET** key.

*The hue setting also becomes the default mode.



4. COLOR BALANCE (YMCK ADJUSTMENT)

This function allows you to adjust the color balance of copies by changing the strength of the primary colors (Yellow(Y), Magenta(M),Cyan(C) and Black(K)).

Procedure

1 Press the **COLOR** key to enter the color menu, then press the **COLOR BALANCE** key.

2 Press the **+** or **-** key to adjust the color balance.

- Pressing the **+** key enhances the tint of the color while pressing the **-** key decreases the tint of the color.

3 Press the **SET** key.

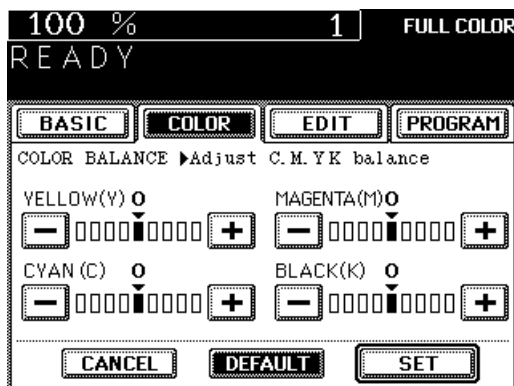
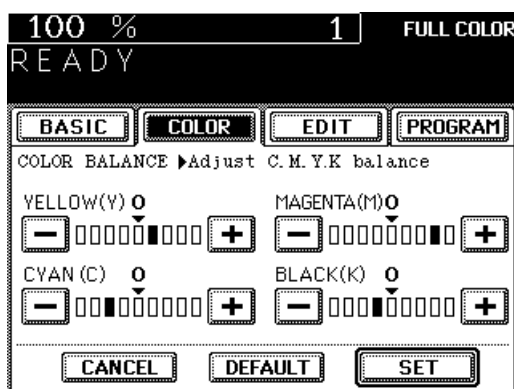
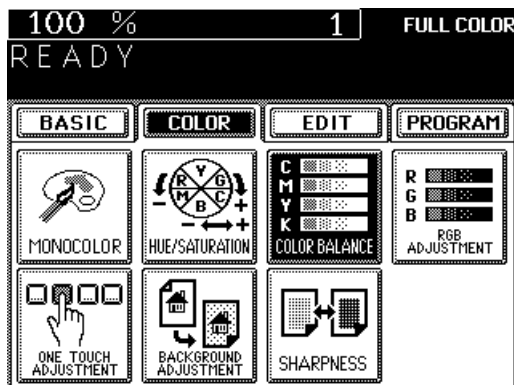
4 Select the desired copy size, image density level, the copy quantity, etc. if necessary.

5 Press the **START** key.

Canceling the Color Balance Adjustment

There are two ways for clearing the setting besides the normal canceling method.

- Press the **+** or **-** key on the column you want to cancel to move the indicator to 0, then press the **SET** key.
- If you want to cancel all the 4 adjustments, press the **DEFAULT** key, then the **SET** key.



5. RGB ADJUSTMENT

This function allows you to adjust the color balance by changing the strength of Red(R), Green(G), and Blue(B).

Procedure

1 Press the **COLOR** key to enter the color menu, then press the **RGB ADJUSTMENT** key.

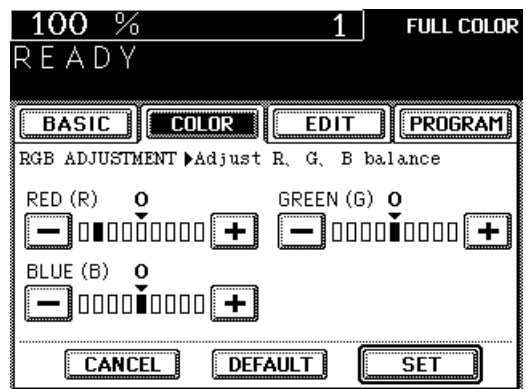
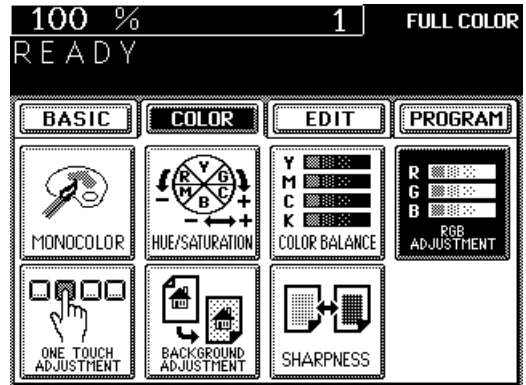
2 Press the **+** or **-** key to adjust the color balance.

- Pressing the **+** key enhances the tint of the color while pressing the **-** key decreases the tint of the color.

3 Press the **SET** key.

4 Select the desired copy size, image density level, the copy quantity, etc. if necessary.

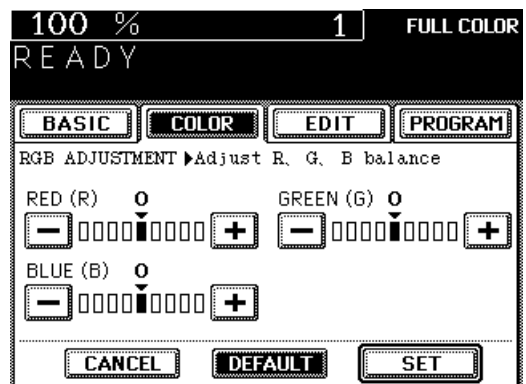
5 Press the **START** key.



Canceling the Saturation Adjustment

There are two ways for clearing the setting besides the normal canceling method.

- Press the **+** or **-** key on the column you want to cancel to move the indicator to 0, then press the **SET** key.
- If you want to cancel all the 3 adjustments, press the **DEFAULT** key, then the **SET** key.

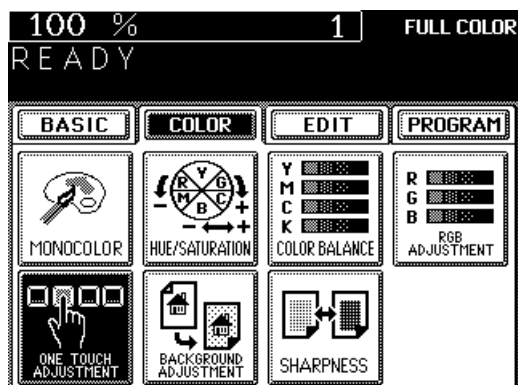


6. ONE-TOUCH IMAGE QUALITY ADJUSTMENT

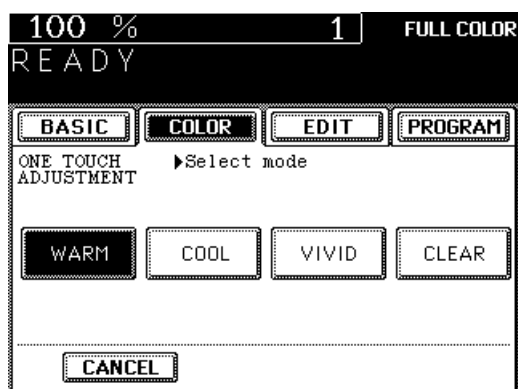
You can make the image quality warm, cool, vivid or clear with one touch.

Procedure

- 1 Press the **COLOR** key to enter the color menu, then press the **ONE TOUCH ADJUSTMENT** key.



- 2 Press the desired mode key.
 - Press the **WARM** key for instance.



- 3 Select the desired copy size, image density level, the copy quantity, etc. if necessary.

- 4 Press the **START** key.

7. BACKGROUND ADJUSTMENT

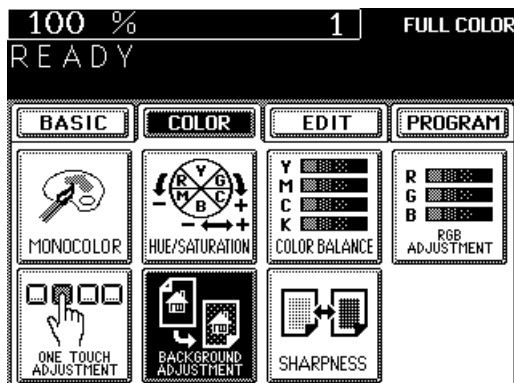
This function allows you to emphasize the background of light color originals or to avoid copying the background of dark color originals or rear side of originals.

This function is available in the black or monochrome mode as well.

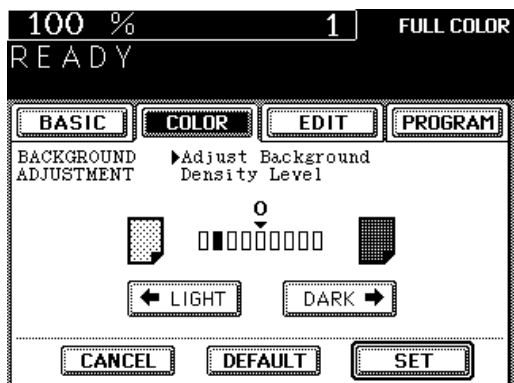
* Automatic density mode is not available with this function.

Procedure

1 Press the **COLOR** key to enter the color menu, then press the **BACKGROUND ADJUSTMENT** key.



2 Press the **← LIGHT** or **DARK →** key.



3 Press the **SET** key.

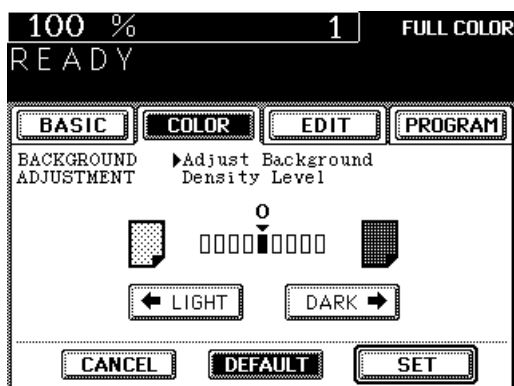
4 Select the desired copy size, the copy quantity, etc. if necessary.

5 Press the **START** key.

Canceling the Background Adjustment

There are two ways for clearing the setting besides the normal canceling method.

- ① Press the **← LIGHT** or **DARK →** key on the Background column to move the indicator to 0, then press the **SET** key.
- ② Press the **DEFAULT** key, then the **SET** key.

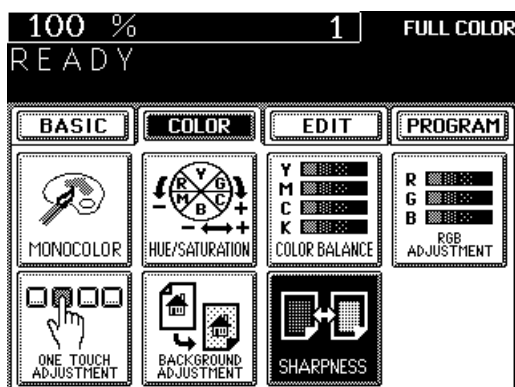


8. SHARPNESS ADJUSTMENT

This function is available when you want to emphasize the letters and edges of images.
This function is available in the black or monocolor mode as well.

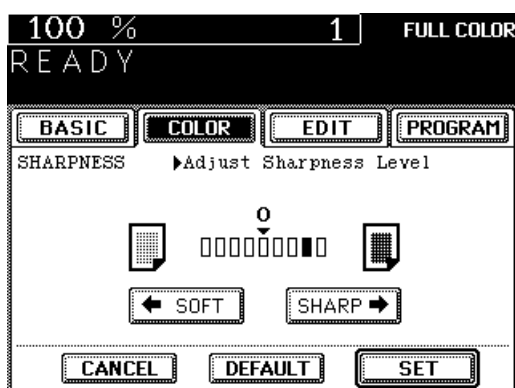
Procedure

1 Press the **COLOR** key to enter the color menu, then press the **SHARPNESS** key.



2 Press the **←SOFT** or **SHARP→** key.

- Pressing **←SOFT** key suppresses the moiré fringes while pressing the **SHARP→** key emphasizes the letters and sharpens the fine lines.



3 Press the **SET** key.

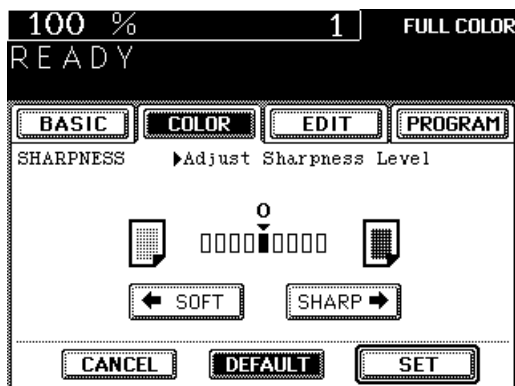
4 Select the desired copy size, image density level, the copy quantity, etc. if necessary.

5 Press the **START** key.

Canceling the Sharpness Adjustment

There are two ways for clearing the setting besides the normal canceling method.

- Press the **←SOFT** or **SHARP→** key on the Sharpness column to move the indicator to 0, then press the **SET** key.
- Press the **DEFAULT** key, then the **SET** key.

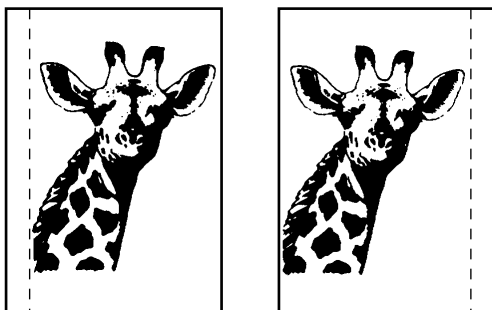


4. USING THE EDITING FUNCTIONS

1. Image Shift Copying	62
2. Edge Erase Copying	64
3. Book Center Erase	66
4. Dual-page Copying	68
5. Full Image Copying	70
6.2 IN 1 Mode Copying	71
7. Duplex Copying	73
① Duplexed Copies from Single-sided Originals	73
② Duplexed Copies from Two-sided Originals	77
③ Single-sided Copies from Two-sided Originals	78
④ Duplexed Copies from a Book Originals	79
8. X-Y Zoom	82
9. Trimming/Masking	83
10. Mirror Image	87
11. Negative/Positive Reversal	88
12. Centering	89
13. Image Repeat	91

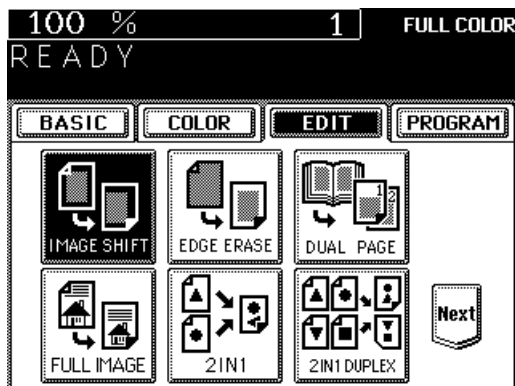
1. IMAGE SHIFT COPYING

You can create margins on the copy. You can specify the position of these margins on either the right or the left side of the copy. You can also create margins on copies of book originals by just using the DUAL PAGE mode.



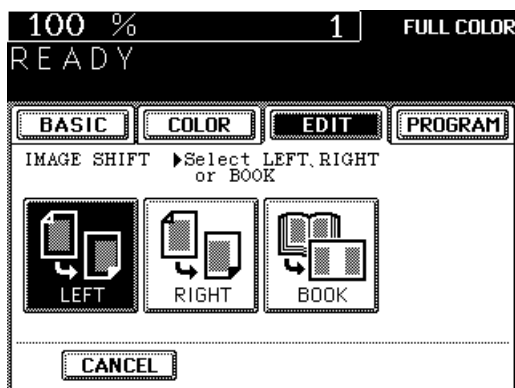
Procedure

- 1 Press the **EDIT** key to enter the Edit menu, then press the **IMAGE SHIFT** key.



Margin on the Left or Right Side

- 2 Select on which side the margin is to be created.
 - Press one of the **LEFT** or **RIGHT** keys to select the type of margin.



3 After having adjusted the margin, press the **SET** key.

- The default margin is 7 mm.
- To adjust the margin:
Press the **◀ 0mm** or **30mm ▶** key to select the desired margin setting, and press the **SET** key.
- When combining image shifting with duplex copying, select FRONT for the left side and BACK for the right side of the copy.

Margin on the Book Originals

2 Select on which side the margin is to be created.

- Press the **BOOK** key.
- If you select the **BOOK** margin, use it in conjunction with the DUAL PAGE mode.

3 After having adjusted the margin, press the **SET** key.

- The default margin is 7 mm.
- To adjust the margin:
Press the **◀ 2mm** or **30mm ▶** key to select the desired margin setting, and press the **SET** key.

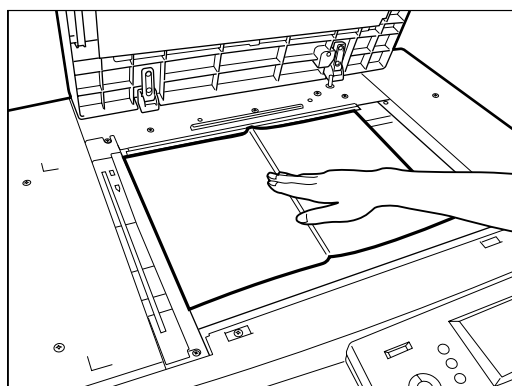
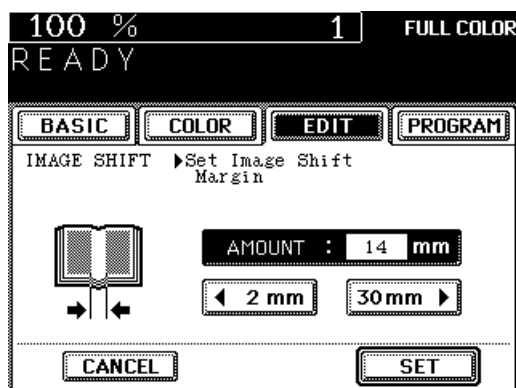
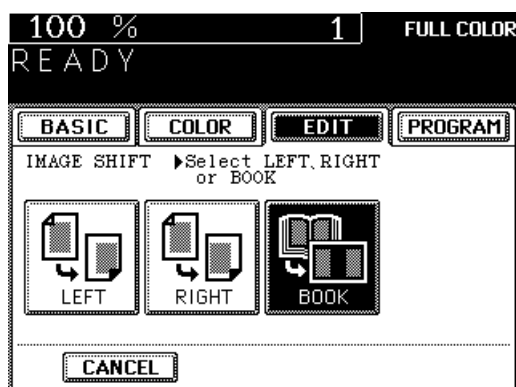
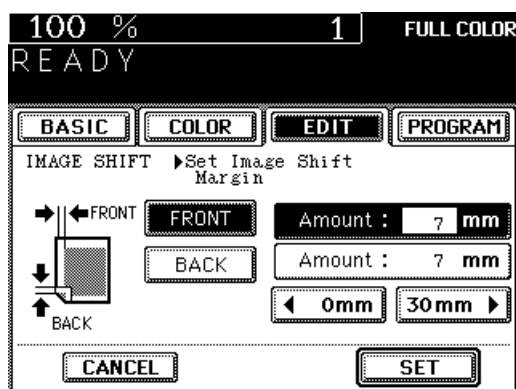
4 Place the original on the glass.

- Only Letter is available during dual-page copying.

5 Select the desired copy size, image density level, reproduction ratio and copy quantity.

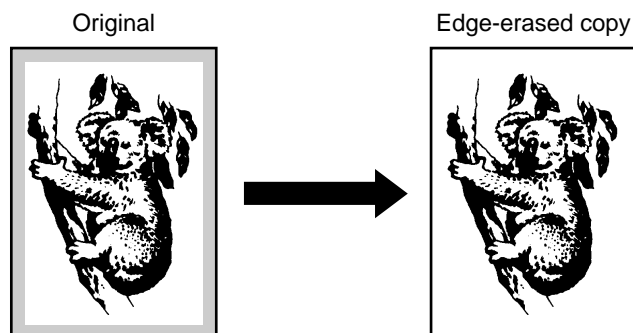
6 Press the **START** key.

- Tip:** Margins can be created also in the bypass copy mode. To do this, set the paper in the sheet bypass (see page 42), and press the desired COPY-SIZE key to select the desired paper size. If Letter-R paper is used, press the corresponding COPY-SIZE key twice.



2. EDGE ERASE COPYING

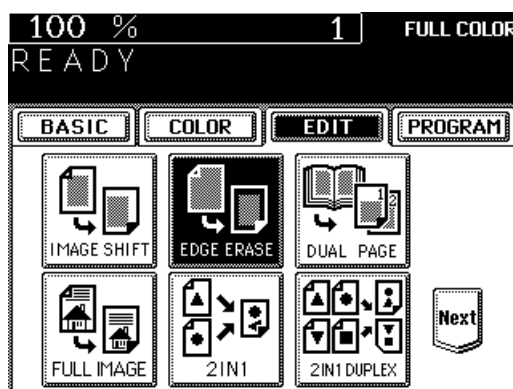
If the edges of an original are torn or dirty, they are reproduced as black stains on the copy. In the edge erase mode, a white border is created along all edges of the copy. The default edge erase margin is 5 mm, but you can select any margin between 2 and 20 mm.



Procedure

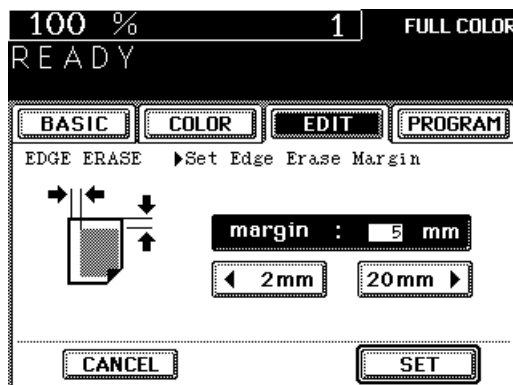
- 1 Press the **EDIT** key to enter the Edit menu.
 - The menu on the right appears.

- 2 Press the **EDGE ERASE** key.



How to Change the Edge Erase Margin

- The default edge erase margin is 5mm.
- To change the edge erase margin, press the **◀ 2mm** or **20mm ▶** key to select the desired edge erase margin.
- If the setting is OK, press the **SET** key.



3 Place the original(s) on the original feed tray or on the glass.

- See page 22 for how to set the originals.

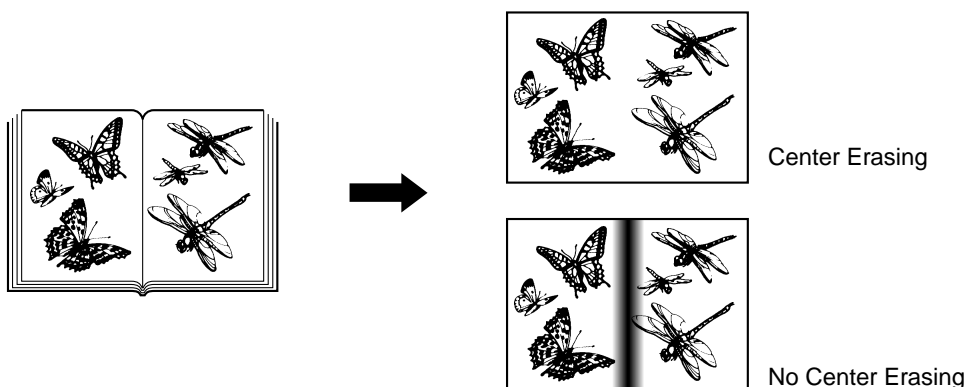
4 Select the desired copy size, image density level, reproduction ratio, copy quantity, etc. if necessary

5 Press the START key.

Tip: Edges can be erased also in the bypass copy mode. To do this, set the paper in the sheet bypass (see page 42), and press the desired COPY-SIZE key to select the desired paper size. If Letter-R paper is used, press the corresponding COPY-SIZE key twice.

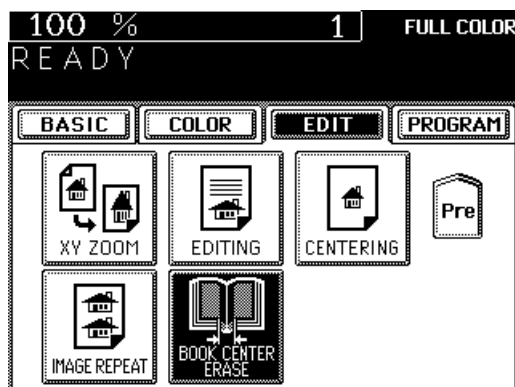
3. BOOK CENTER ERASE

This function allows you to erase the shadow in the center of a book original. The default book center erase margin is 10mm, but you can select any margin between 2 and 50mm.



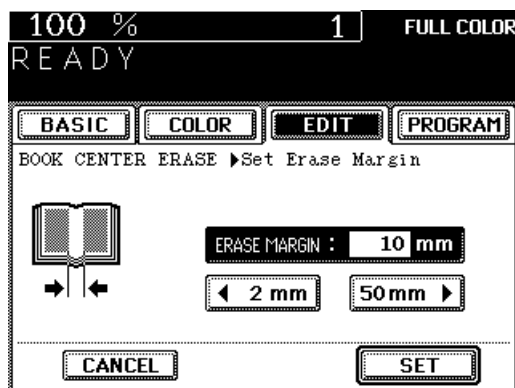
Procedure

- 1 Press the **EDIT** key to enter the Edit menu.
- 2 Press the **Next** key to display the panel on the right.
- 3 Press the **BOOK CENTER ERASE** key.



Changing the Erased Margin

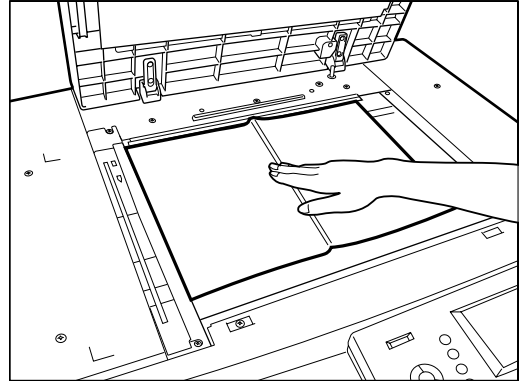
- The default book center erase margin is 10mm.
- To change the margin to be erased, press the **◀ 2mm** key or **50mm ▶** key to set the desired margin.
- The margin can be changed in steps of 1mm.
- If the set value is correct, press the **SET** key.



4 Set the original(s) on the glass.

5 Select the desired copy size, image density level, reproduction ratio, copy quantity, etc. if necessary.

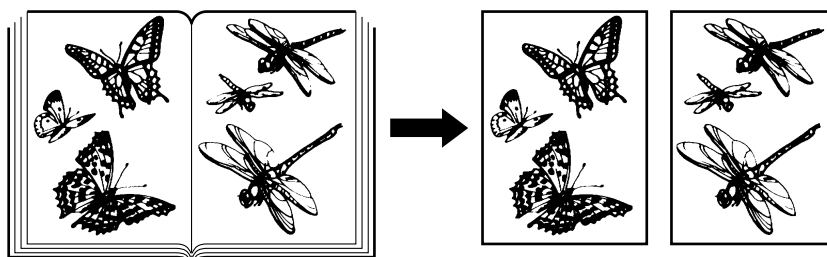
6 Press the START key.



4. DUAL-PAGE COPYING

The facing pages of a book or magazine are copied one at a time onto two separate sheets of paper at the same time. You need not move the original on the glass. Two Letter size originals placed side by side on the glass can also be copied onto two separate sheets of paper. Reduction or enlargement copying is available.

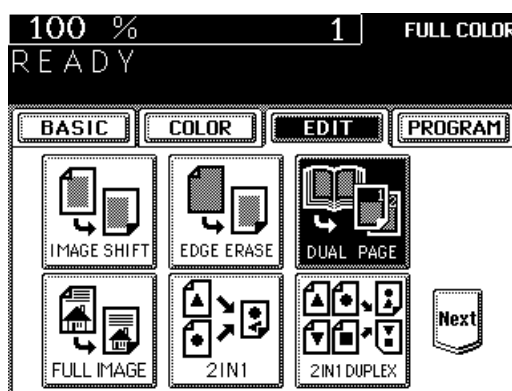
*The available paper size for this function is Letter only.



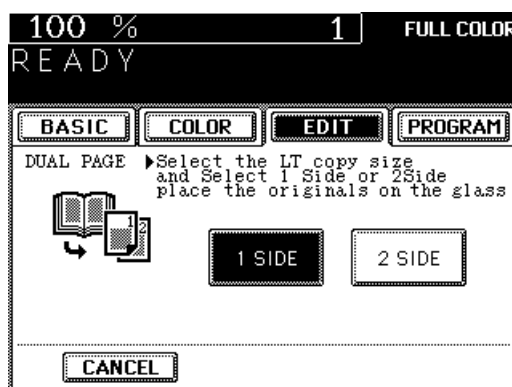
Procedure

- 1 Press the **EDIT** key to enter the Edit menu.
 - The menu on the right appears.

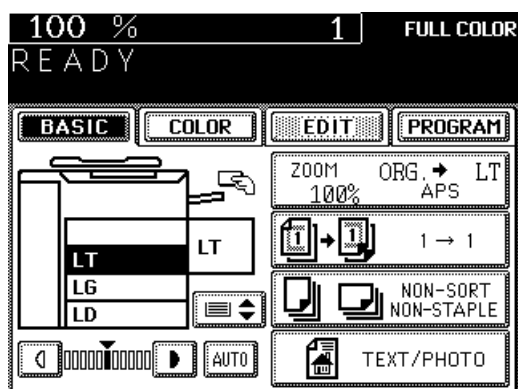
- 2 Press the **DUAL PAGE** key.



- 3 Press the **1 SIDE** key for single-sided copying or the **2 SIDE** key for two-sided copying.



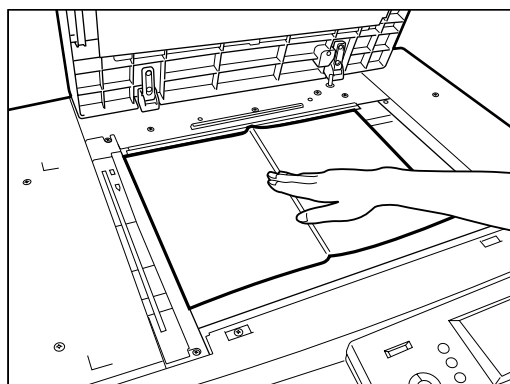
4 Select the Letter copy size.



5 Place the original on the glass.

6 Select the desired image density level, copy quantity, reproduction ratio, etc. as required.

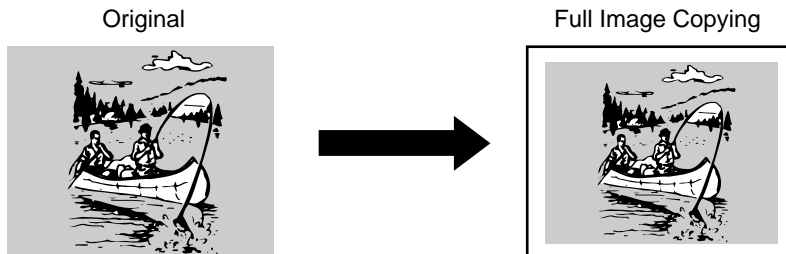
7 Press the START key.



USING THE
EDITING
FUNCTIONS

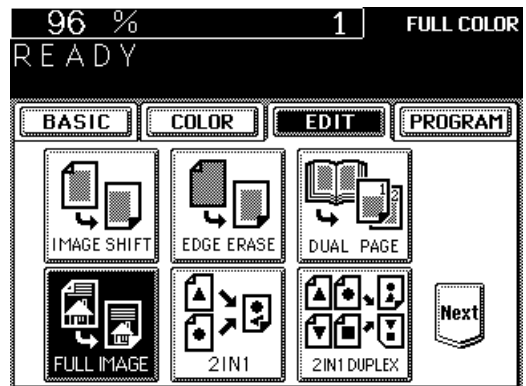
5. FULL IMAGE COPYING

When the image occupies the entire original (to the edge), this function reduces the ratio a little bit so that the edges of the image will not be missed.



Copying Procedure

- 1** Place the original(s) on the original feed tray or on the glass.
 - See page 22 for how to set the originals.
- 2** Press the **EDIT** key to enter the Edit menu.
- 3** Press the **FULL IMAGE** key.
 - The image is automatically reduced by a few percent so that the entire image is copied on a sheet.
- 4** Return to the Basic menu, then set the desired copy size, image density level, copy quantity, etc. if necessary.
- 5** Press the **START** key.



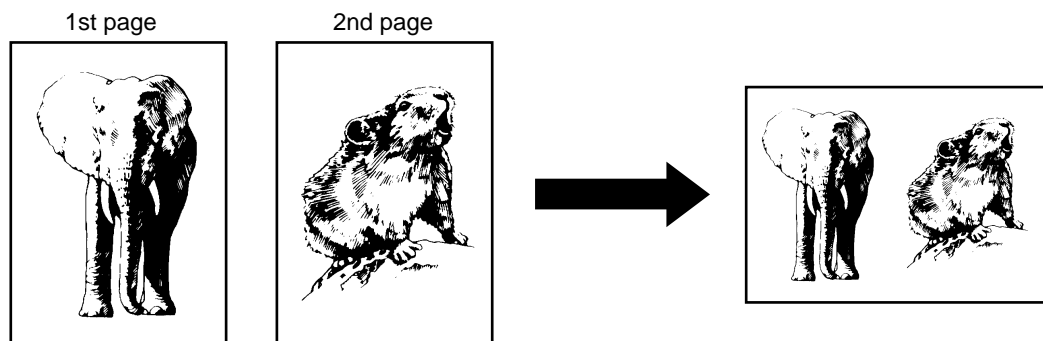
6. 2 IN 1 MODE COPYING

When you set Letter sized originals on the original feed tray and select the 2 in 1 function, the copier automatically feeds in the originals two at a time and causes them to be copied onto a single sheet of paper.

If you select the 2 in 1 duplex mode, four originals will be copied onto both sides of a single sheet of paper.

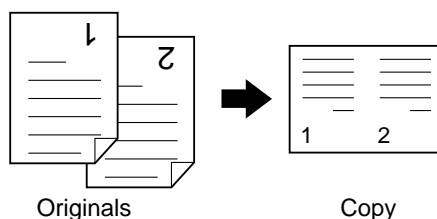
* This copying mode requires the optional reversing automatic document feeder to be installed.

* Reduction/enlargement copying is not available with this function.



Procedure

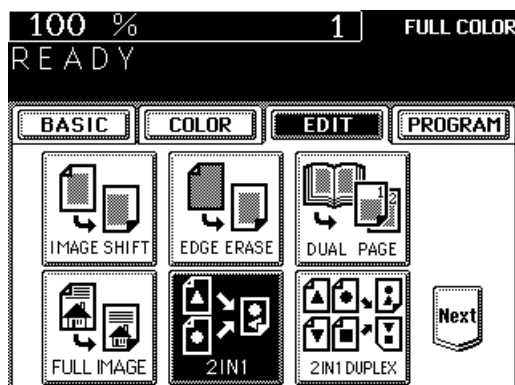
- 1 **Set the originals on the original feed tray.**
 - Refer to the illustration below for the order and direction of originals.



- 2 **Press the **EDIT** key to enter the Edit menu and press the **2 IN 1** key.**

- When making a duplex copy, press the **2 IN 1 DUPLEX** key.

Note: The 2 in 1 duplex mode requires the optional automatic duplexer.



6. 2 IN 1 MODE COPYING (Cont.)

3

Enter the number of the originals.

- Use the digital keys to enter the number of your originals or press the **Original Count** key.
- When you press the **Original Count** key, the copier starts counting the originals automatically. When it finishes counting them, this message appears:

Put originals in doc. feeder

Then reset the originals in the original feed tray in the same way as described in step 1.

Tip: To have copies arranged in the correct page order in 2 in 1 copying, it is necessary to let the copier know the number of originals in one of the following ways:

- When making the copier count the number of originals:
→ Press the **Original Count** key.
- When the operator knows the number of originals:
→ Key in the number of the originals.

4

Press the **SET** key.

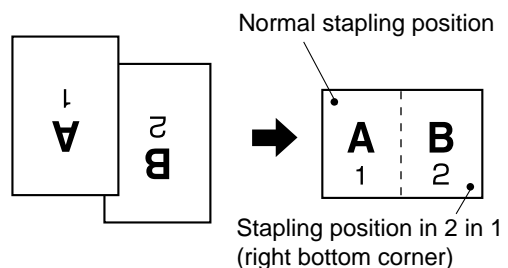
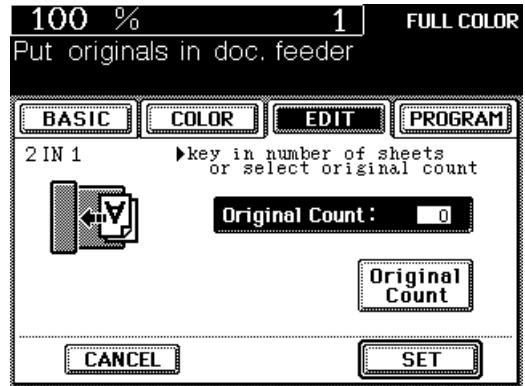
5

Set the desired image density level, copy quantity, etc.

6

Press the **START** key.

Note: For automatic stapling in the 2 in 1 mode, the stapling position is the right bottom corner rather than the normal left upper corner of the copy, as shown on the right. If you want to staple on the left upper corner, change the direction and use the manual stapling mode (see page 127).



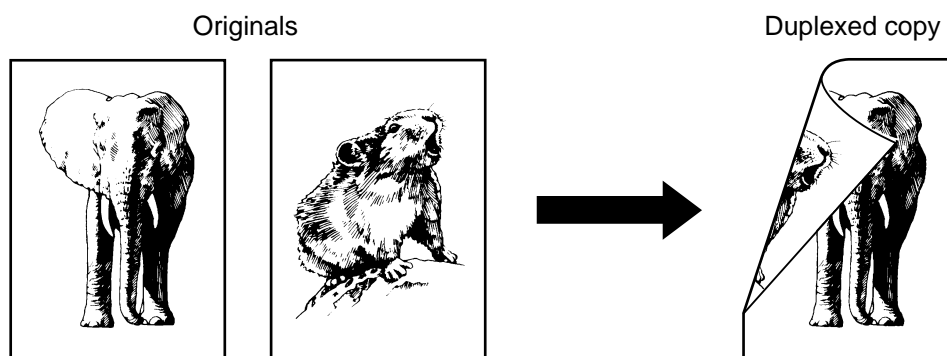
7. DUPLEX COPYING

There are three methods of making duplexed copies from single-sided originals:

- **Using the reversing automatic document feeder** (optional) – For duplex-copying from sheet originals of the specified sizes and weights.
- **Setting originals on the glass** – For duplex copying from originals that cannot be handled by the reversing automatic document feeder.
- **Using the dual-page function** (See page 68.) – For duplex copying from the facing pages of a book or two sheet originals (Letter size) placed on the glass.

Note: For duplex copying, the copier must have the optional automatic duplexer installed.

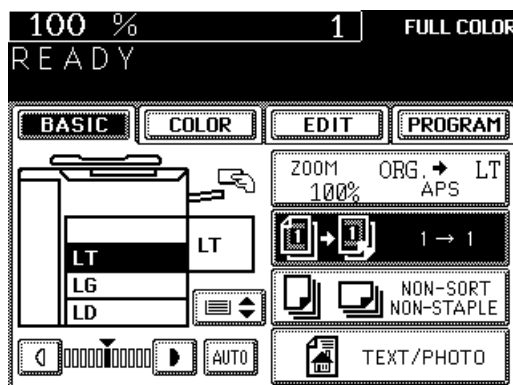
① Duplexed Copies from Single-sided Originals



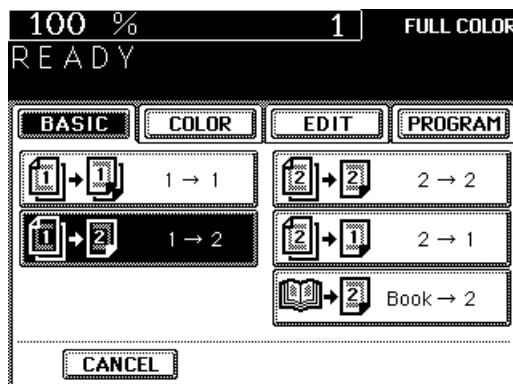
USING THE
EDITING
FUNCTIONS

When Using the Reversing Automatic Document Feeder

1 Press the **1 → 1** key on the Basic menu.



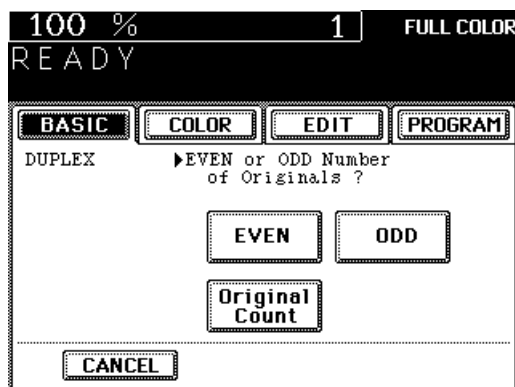
2 Press the **1 → 2** key to select the function of single-sided originals to double-sided copies.



7. DUPLEX COPYING (Cont.)

- 3** Press the **EVEN** or **ODD** key according to the number of originals.

When you do not know the number of originals, set them on the reversing automatic document feeder and press the **Original Count** key. The number of originals will be automatically counted.



- 4** When the copier has finished counting the originals, reset them on the original feed tray and press the **SET** key.

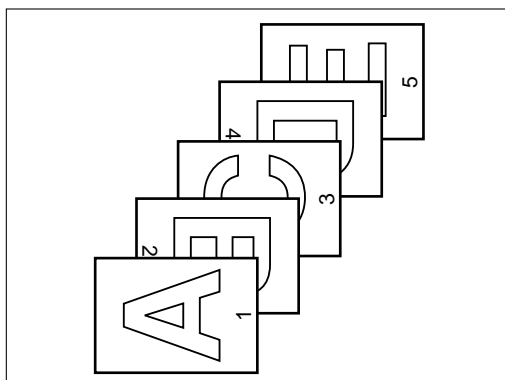
- 5** Select the desired copy size, image density level, reproduction ratio, copy quantity, etc. if necessary.

- 6** Place the originals.
- See page 22 for how to set the originals.

Note: Remove any paper clips or staples from originals before placing them on the original feed tray.

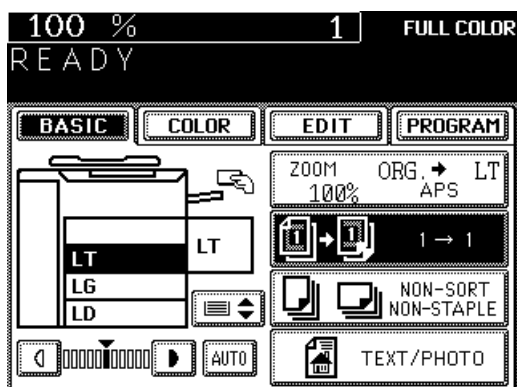
- When originals are to be placed horizontally (Ledger, Legal, Letter-R and COMP), invert the odd-numbered and even-numbered originals relative to each other as shown before setting them.

- 7** Press the **START** key.
- Duplexed copies are output.

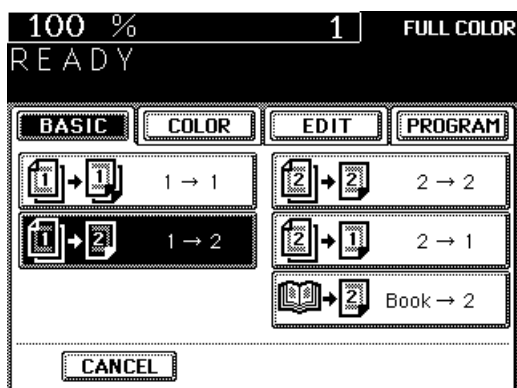


When Placing the Original on the Glass

- 1 Press the **1→1** key on the Basic menu.

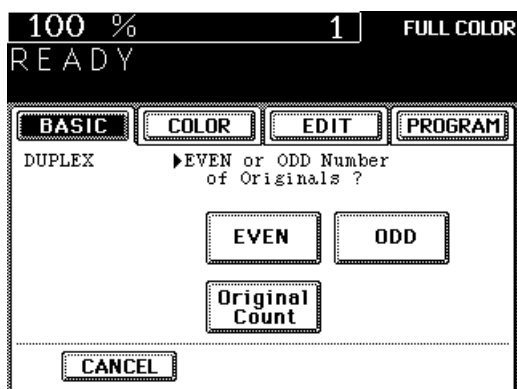


- 2 Press the **1→2** key to select the function of single-sided originals to double-sided copies.



- 3 Press the **EVEN** or **ODD** key according to the number of originals.

Tip: The original counting function is not available when the originals are placed on the glass.

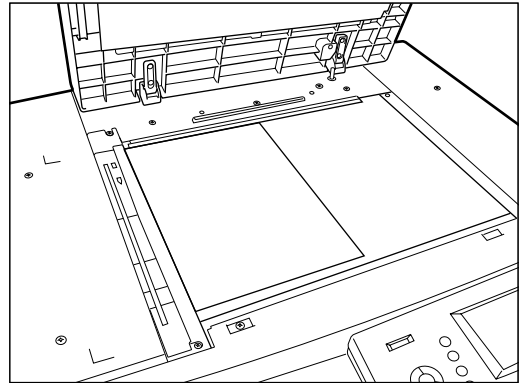


- 4 Select the desired copy size, image density level, reproduction ratio, copy quantity, etc. if necessary.

7. DUPLEX COPYING (Cont.)

5 Place the last page of the originals (first side).

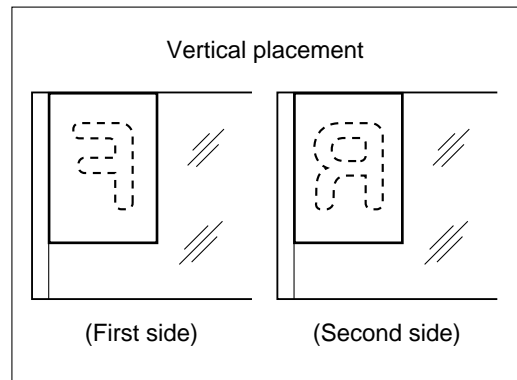
- Lifting the original cover or the reversing automatic document feeder, place the original on the glass face down and with its bottom toward you and with its top left aligned against the original scale on the left side.
- Copying with the last page first causes the copies made to be arranged in the correct page order.
- Close the original cover or the reversing automatic document feeder slowly.



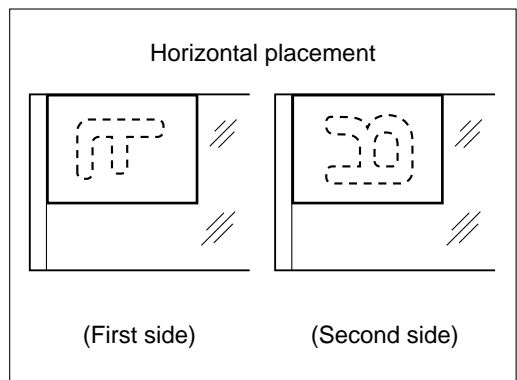
6 Press the START key.

7 Place the next original (second side).

- When the first-side original was placed vertically, the second-side original should be placed in the same direction.



- When the first-side original was placed horizontally, the second-side original should be placed horizontally but in the opposite direction.

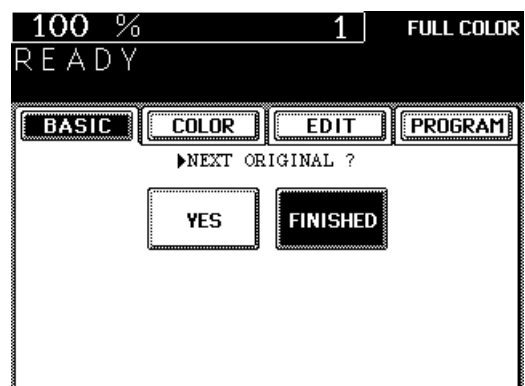


8 Press the START key.

- The same operation is available if you press the START key after having pressed the **YES** key.

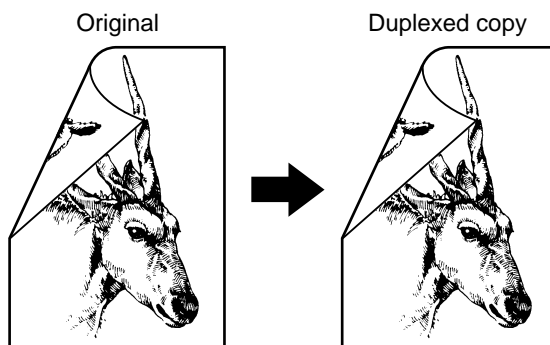
9 Repeat steps 5 to 8 until all the originals are copied.

10 Press the **FINISHED** key after all the originals have finished being copied.

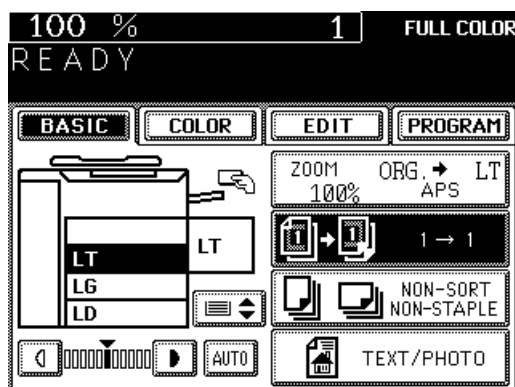


② Duplexed Copies from Two-sided Originals

Note: This copying mode requires the optional reversing automatic document feeder and automatic duplexer to be installed.



1 Press the **1→1** key on the Basic menu.



2 Press the **2→2** key.

3 Select the desired copy size, reproduction ratio, image density level, copy quantity, etc. if necessary.

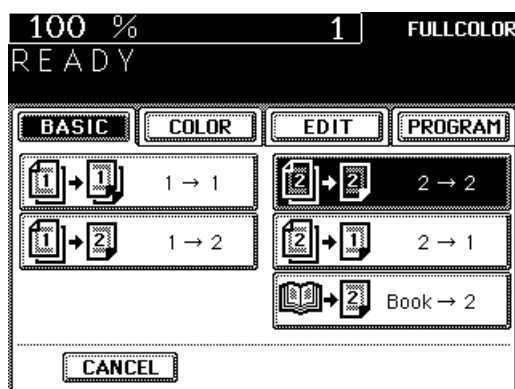
- The automatic paper selection mode is selected as the default mode.
- The copy quantity should be 50 or less.

4 Place the originals.

- See page 22 for how to set the originals.
- You can set up to about 50 originals (Letter, 22lb. recommended paper) at a time.

5 Press the **START** key.

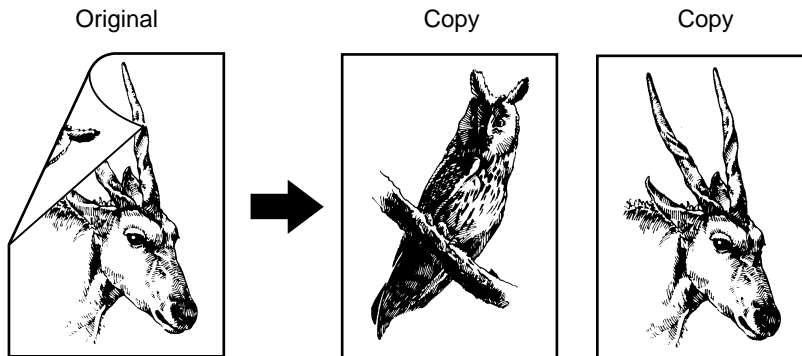
The copier feeds one of the originals and copies the first side of the original onto a sheet. The original and the sheet are then turned over automatically and the second side of the original is copied onto the other side of the sheet.



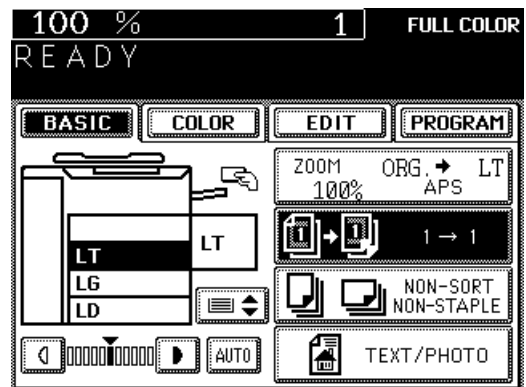
7. DUPLEX COPYING (Cont.)

③ Single-sided Copies from Two-sided Originals

Note: This copying mode requires the optional reversing automatic document feeder and automatic duplexer to be installed.



1 Press the **1→1** key on the Basic menu.



2 Press the **2→1** key.

3 Select the desired copy size, image density level copy quantity, etc. if necessary.

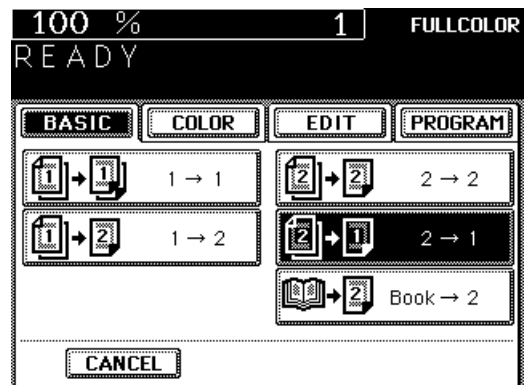
- The automatic paper selection mode is selected as the default mode.

4 Place the originals.

- See page 22 for how to set the originals.

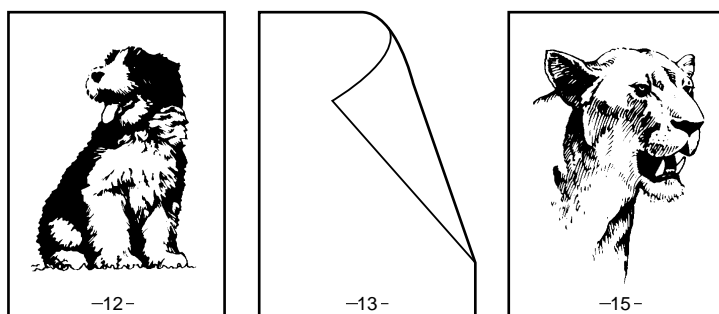
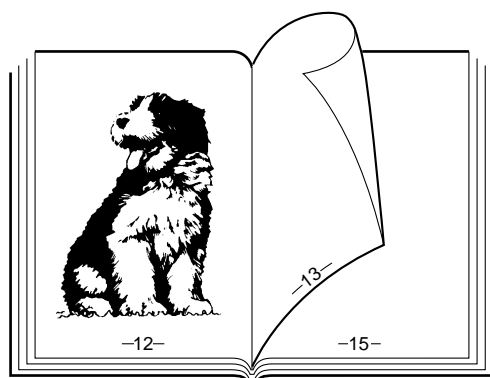
5 Press the **START** key.

- Single-sided copies are output from the copier.



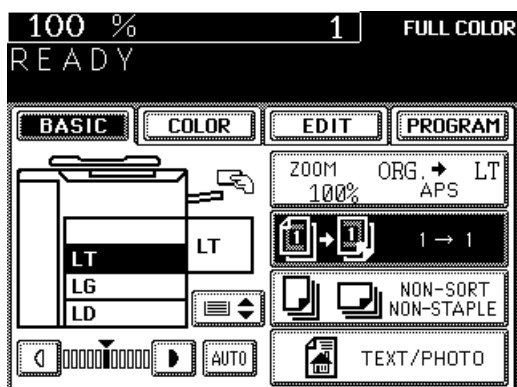
④ Duplexed Copies from Book Originals

The copies made will be arranged in the same page order as the book.

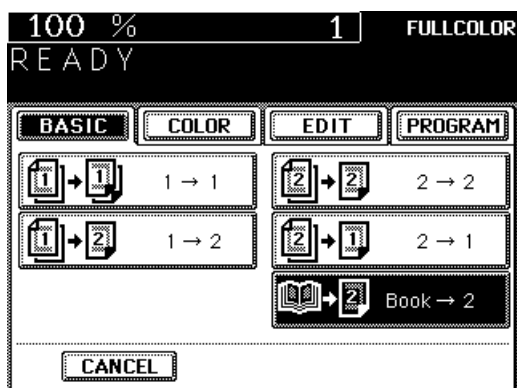


7. DUPLEX COPYING (Cont.)

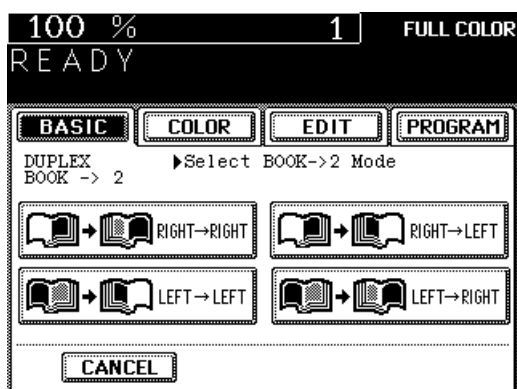
- 1 Press the **1→1** key on the Basic menu.



- 2 Press the **BOOK→2** key.



- 3 Select the start and end page.
 - Press the desired key.
 - **RIGHT→RIGHT** Copying is started from a right page of the book and it ends on a right page.
 - **RIGHT→LEFT** Copying is started from a right page of the book and it ends on a left page.
 - **LEFT→LEFT** Copying is started from a left page of the book and it ends on a left page.
 - **LEFT→RIGHT** Copying is started from a left page of the book and it ends on a right page.



- 4 Select the copy size.
 - Press the LT COPY-SIZE key.

5 Select **IMAGE SHIFT** if necessary.

- See page 62.

6 Select the desired image density level, reproduction ratio, copy quantity, etc. if necessary.

7 Place the original and press the **START** key.

- The book should be centered on the yellow indicator line with its bottom toward you.
- Copying with the last page first causes the copies made to be arranged in the correct page order.

8 Set the next original.

- Turn over the leaf of the book and set it in the same way as previously.

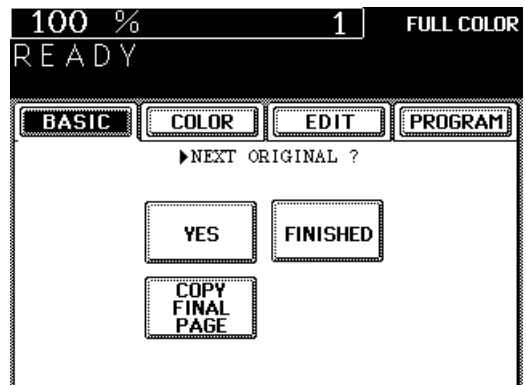
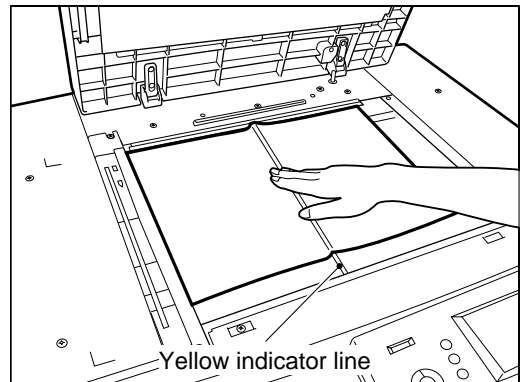
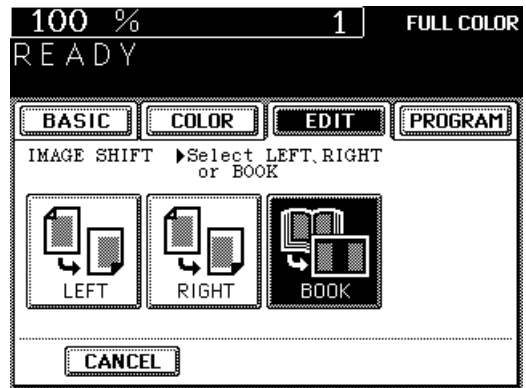
9 Press the **START** key.

- Pressing the **YES** key on the display on the right also continues copying.

10 Repeat steps 8 and 9 until you finish copying the book.

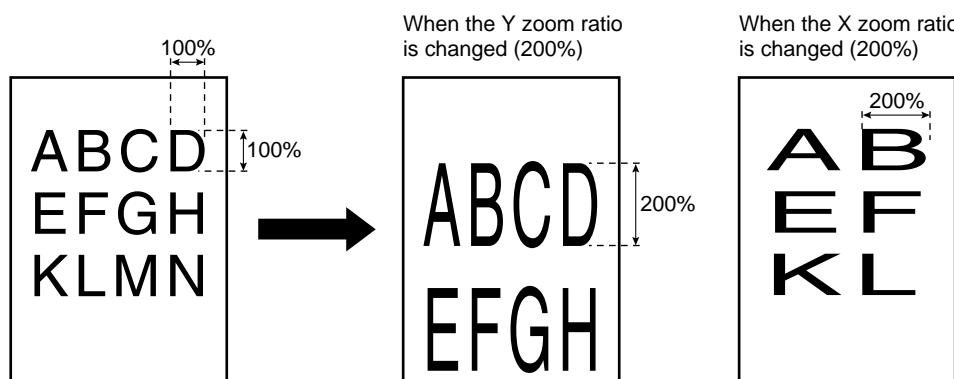
11 Press the **FINISHED** key after all the originals have finished being copied.

- The copy of the last page will exit with its reverse side blank.
- If you want to copy only the next page, press the **COPY FINAL PAGE** key.



8. X-Y ZOOM

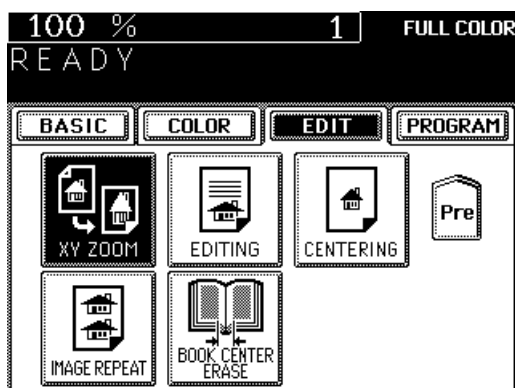
This function allows you to make copies of originals with the reproduction ratio of the X and Y directions changed.



Procedure

1 Press the **EDIT** key to enter the Editing menu, then press the **Next** key.

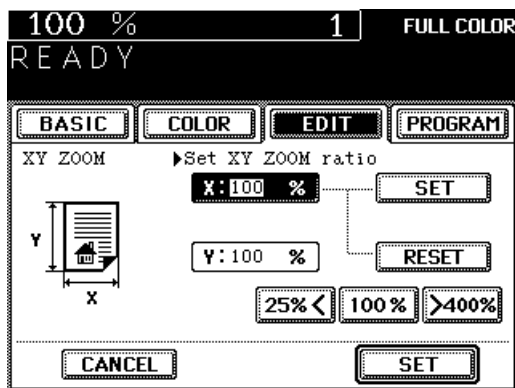
2 Press the **XY ZOOM** key.



3 Specify the X and Y reproduction ratios.

- Press the **25%<** or **>400%** key on the display to select the X reproduction ratio, and press the upper **SET** key.
- Select the Y reproduction ratio in the same way.

4 Press the lower **SET** key.



5 Select the desired copy size, image density level, copy quantity, etc. if necessary.

6 Place the original(s) on the original feed tray or on the glass and press the **START** key.

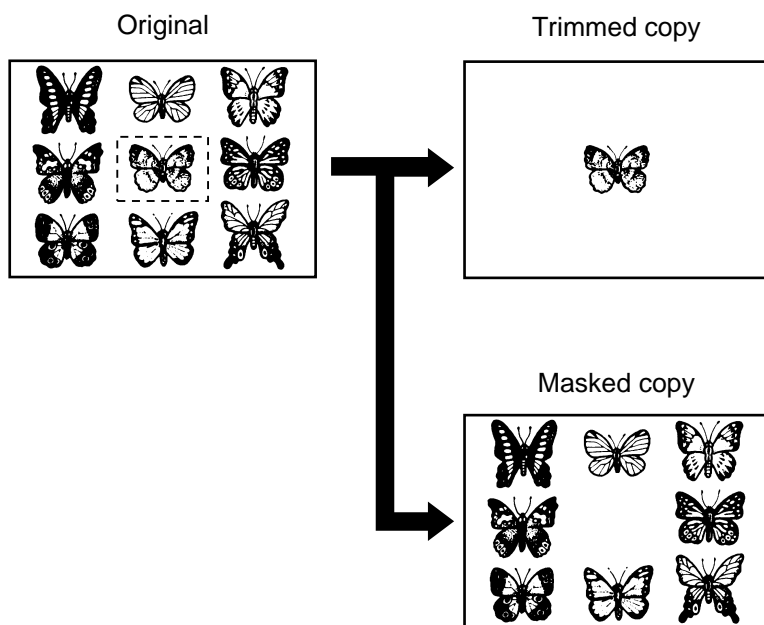
- See page 22 for how to set the originals.

9. TRIMMING/MASKING

This function allows you to trim or mask copies.

You can trim originals (extracting inside area only) by selecting the trimming mode, and you can mask originals (hiding inside area) by selecting the masking mode. You can specify areas by placing originals on the glass or using the editing sheet (service part).

- * You can specify only one rectangular place on a single original.
- * Only the standard size originals are available for this mode.



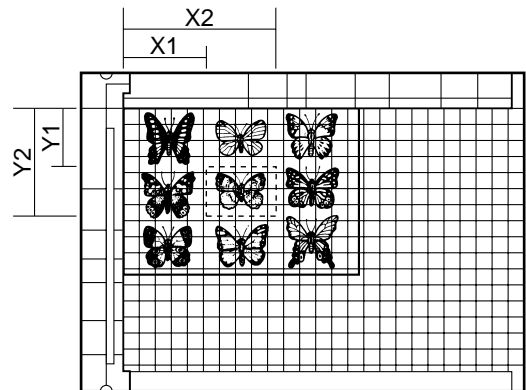
9. TRIMMING/MASKING (Cont.)

Specifying an area

1 Place the original.

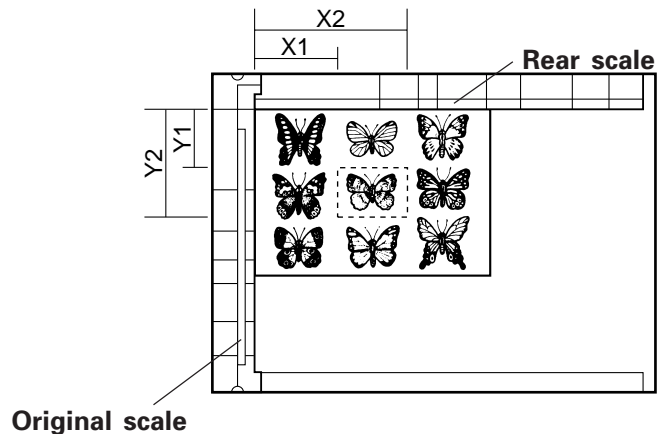
Specifying an area on the editing sheet

Open the transparent cover and place the original face up on the editing sheet with its bottom edge towards you. Slide the original as far as possible up to the left edge of the editing sheet, and align its top left with the arrow at the top left.



Specifying an area on the glass

Place the original face up on the glass with its bottom edge towards you and its top left aligned against the top left of the glass. Align the original with the original scale on the left.



2 Using the original scale and the rear scale, specify the values defining the desired area as follows:

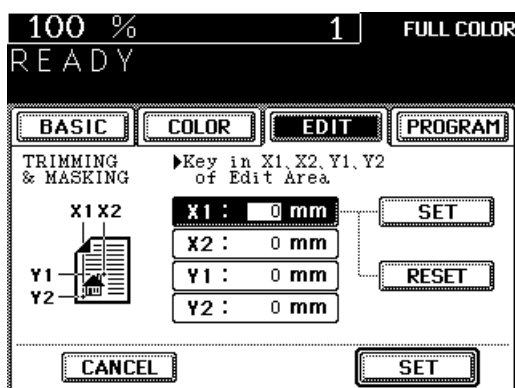
- X1 • Distance from the original scale to the left edge of the specified area
- X2 • Distance from the original scale to the right edge of the specified area
- Y1 • Distance from the rear scale to the upper edge of the specified area
- Y2 • Distance from the rear scale to the lower edge of the specified area

3 Specify the area of the original.

(To display the screen on the right, follow steps 1-3 in the "Procedure" below.)

- Key in the value X1 using the digital keys and press the upper **SET** key. If you key in a wrong value, press the **RESET** key.
- Values X2, Y1 and Y2 require the same procedure as X1.

4 Press the lower **SET** key.

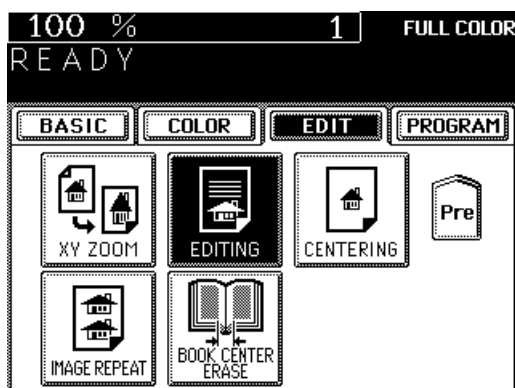


USING THE EDITING FUNCTIONS

Procedure

1 Press the **EDIT** key to enter the Editing menu, and then press the **Next** key.

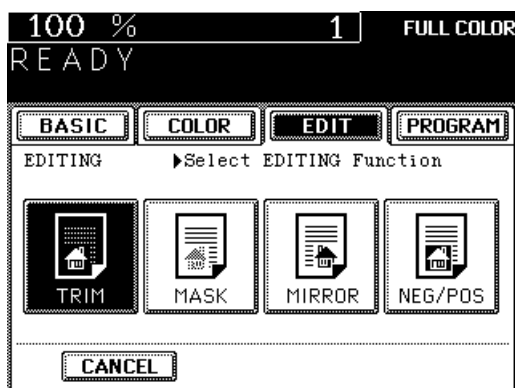
2 Press the **EDITING** key.



3 Press the **TRIM** or **MASK** key.

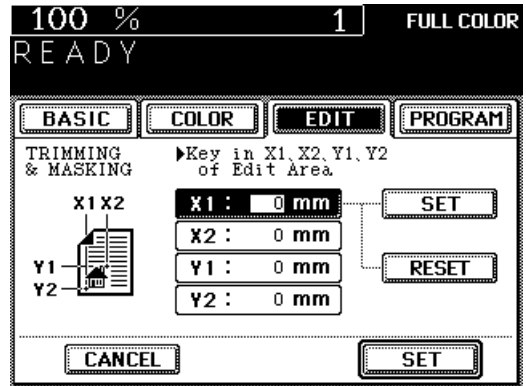
4 Place the original face up on the glass with its bottom towards you and its top left aligned against the top left of the glass.

Tip: Only the standard size originals are available for this mode.



9. TRIMMING/MASKING (Cont.)

- 5** Following the method of specifying areas on page 84, key in the size of the area to be trimmed or masked with the digital keys, then press the **SET** key.

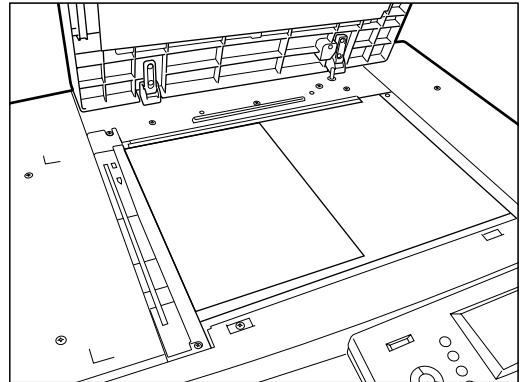


- 6** Place the original on the glass face down with its bottom toward you and with its top left aligned against the original scale on the left side.

- 7** Select the desired copy size, image density level, copy quantity, etc. if necessary.

Tips:

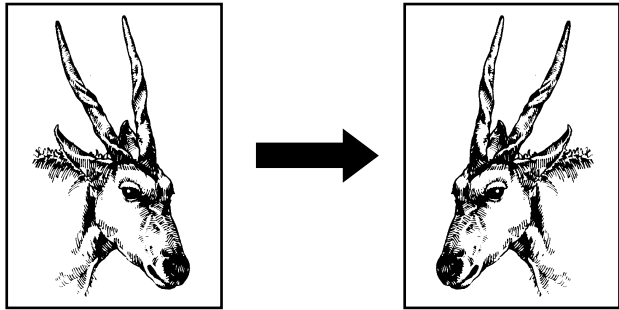
- If the setting of original size and copy size is not appropriate, the image may not be copied completely.
- In bypass copying, the copy size must be specified.



- 8** Press the **START** key.
- Trimmed or masked copies exit from the copier.

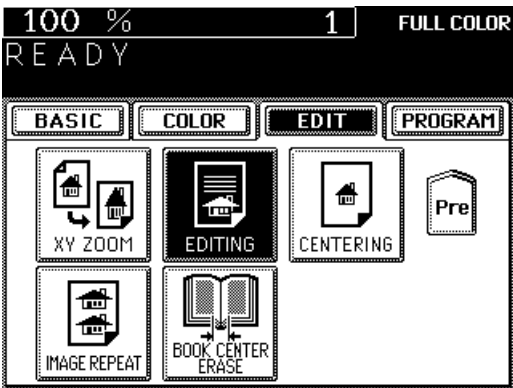
10. MIRROR IMAGE

This function allows you to make mirror-imaged copies.

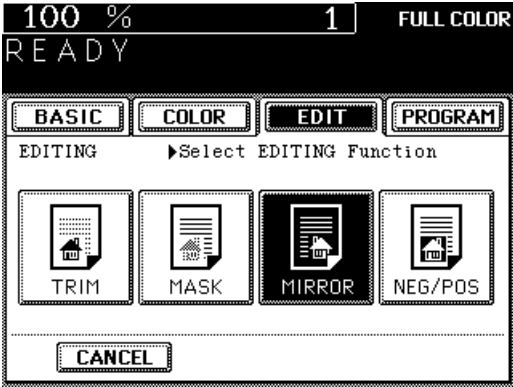


Procedure

- 1 Press the **EDIT** key to enter the Editing menu, and then press the **Next** key.
- 2 Press the **EDITING** key.
- 3 Press the **MIRROR** key.
- 4 Select the desired copy size, image density level, reproduction ratio, copy quantity, etc. if necessary.
- 5 Place the original(s) on the original feed tray or on the glass and press the **START** key.
 - See page 22 for how to set the originals.

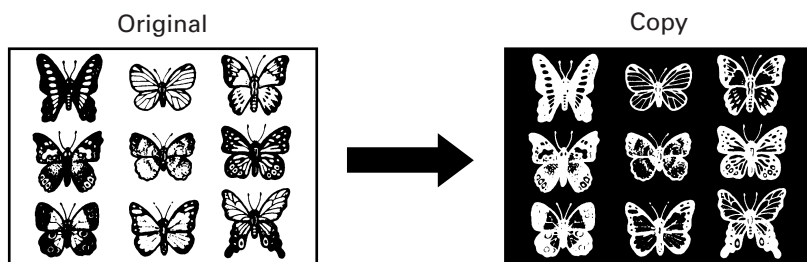


USING THE
EDITING
FUNCTIONS



11. NEGATIVE/POSITIVE REVERSAL

In the full color mode, this function allows you to reverse both hue and shading of the original when making copies. In the black mode or monochrome mode, only the shading of the original is reversed.



Procedure

1 Press the **EDIT** key to enter the Editing menu, and press the **Next** key.

2 Press the **EDITING** key.

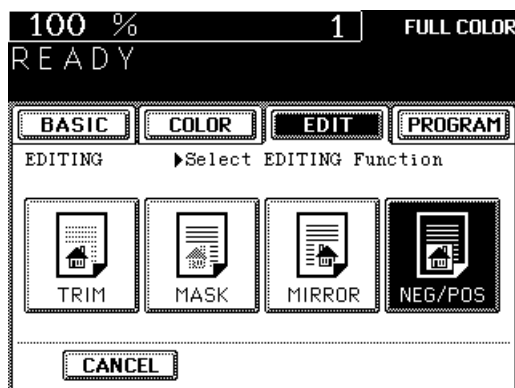
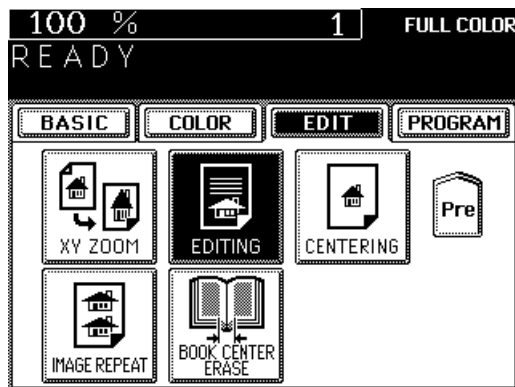
3 Press the **NEG/POS** key.

4 Select the desired copy size, image density level, reproduction ratio, copy quantity, etc. if necessary.

5 Place the original(s) on the original feed tray or on the glass.

- See page 22 for how to set the originals.

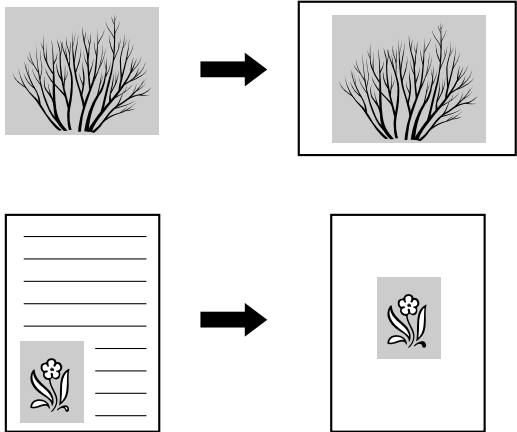
6 Press the **START** key.



12. CENTERING

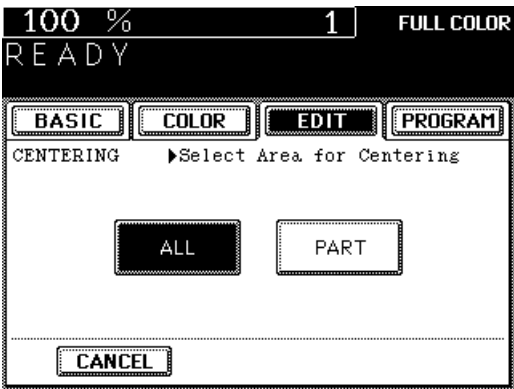
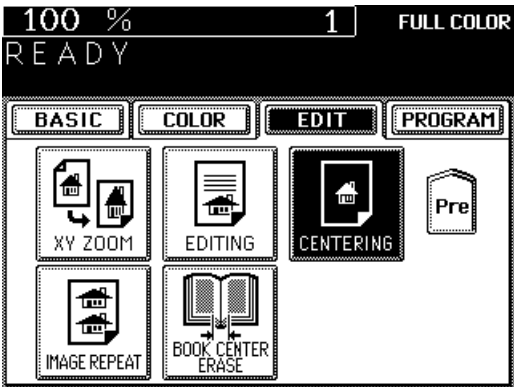
This function allows you to trim all of or a part of the original and print it out in the center of a copy sheet.

* This mode is available only for the standard size originals.



Procedure

- 1 Press the **EDIT** key to enter the Edit menu, then press the **Next** key.
- 2 Press the **CENTERING** key.
- 3 Press the **ALL** or **PART** key to select the area for centering.



12. CENTERING (Cont.)

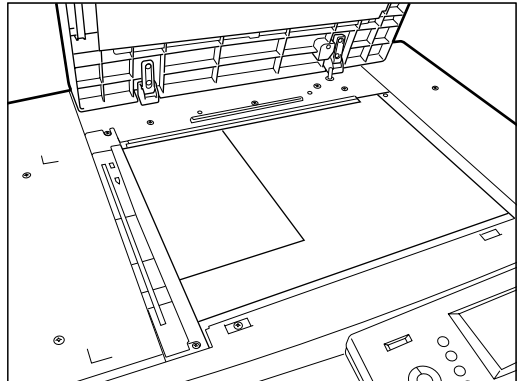
When Centering the Entire Image of an Original

4 Place the original on the glass face down with its bottom toward you and with its top left aligned against the original scale on the left side.

5 Press the **BASIC** key to return to the Basic menu, then select the desired copy size, image density level, copy quantity, etc. if necessary.

Tip: If the setting of original size and copy size is not appropriate, the image may not be copied completely.

6 Press the **START** key.



When Centering a Part of an Original

4 Place the original on the glass face up with its bottom toward you and with its top left aligned against the original scale on the left side.

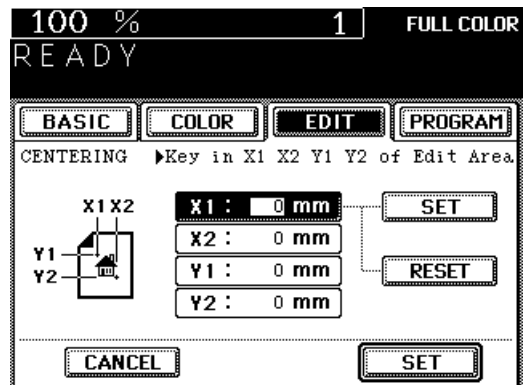
5 Following the “Specifying an area” on page 84, key in the size of the area to be centered with the digital keys, then press the **SET** key.

6 Place the original on the glass face down and with its bottom toward you and with its top left aligned against the original scale on the left side.

7 Select the desired copy size, image density level, copy quantity, etc. if necessary.

Tip: If the setting of original size and copy size is not appropriate, the image may not be copied completely.

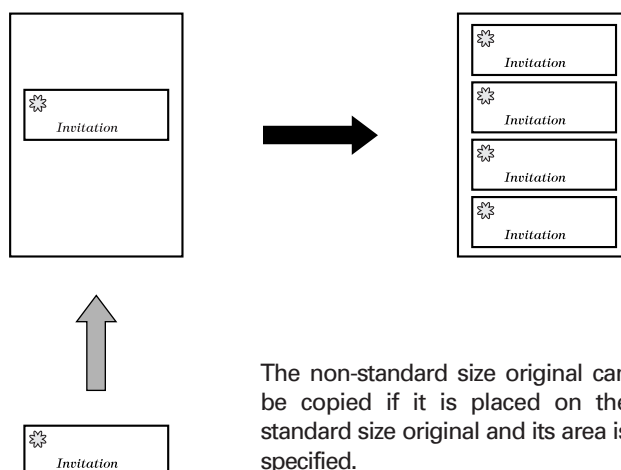
8 Press the **START** key.



13. IMAGE REPEAT

This function allows you to repeat the entire original or a part of the area of the original on the copy.

* This mode is available only for the standard size originals.

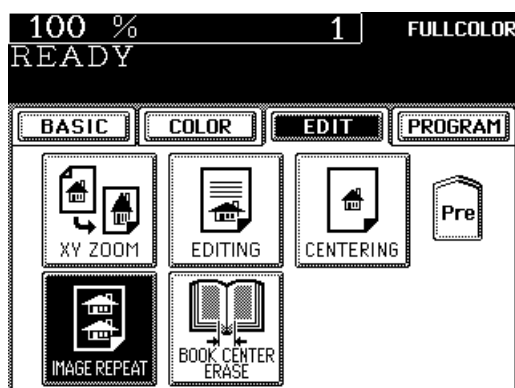


The non-standard size original can be copied if it is placed on the standard size original and its area is specified.

USING THE
EDITING
FUNCTIONS

Procedure

- 1 Press the **EDIT** key to enter the Edit menu, and then press the **Next** key.
 - The display on the right appears.
- 2 Press the **IMAGE REPEAT** key.
- 3 Place the original on the glass face up with its bottom toward you and with its top left aligned against the original scale on the left side.



13. IMAGE REPEAT (Cont.)

4 Following the “Specifying an Area” on page 84, key in the values of the area to be repeated (X1, X2, Y1 and Y2) with the digital keys and press the lower **SET** key.

- If the entire original will be repeated:

X1 = 0 (mm) Y1 = 0 (mm)

5 Place the original on the glass face down with its bottom toward you and with its top left aligned against the original scale on the left side.

6 Set the repeat number.

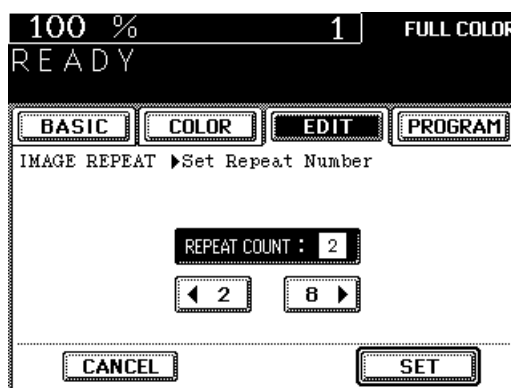
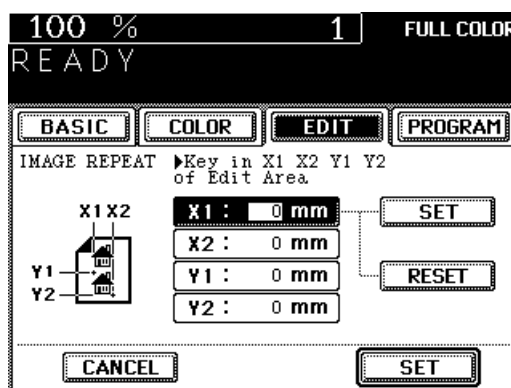
- To change the repeat number:
Press the **◀ 2** or **8 ▶** key to select the desired repeat number, and press the **SET** key.

Tip: If the repeat number is not set, the copier automatically repeats the original once. Only the length direction is available for repeat copying, and the original can be repeated up to 8 times.

7 Select the desired copy size, image density level, copy quantity, etc. if necessary.

8 Press the **START** key.

Tips: If the setting of the paper size or the repeat number is not made appropriately, the image may not be copied completely.



5. USING THE SPECIAL FUNCTIONS

1. Calibration of Gradation	94
2. Setting the Date and Time	97
3. Weekly Timer	99
4. Job Memory	101
5. Copying Using Paper of Other Sizes	103
6. Access Codes (ID Numbers)	107
7. Total Counter	108
8. Department Management	109
9. Key Copy Counter	117
10. Change of Language on the Display Panel ..	118
11. User Selection (Initial Settings)	119

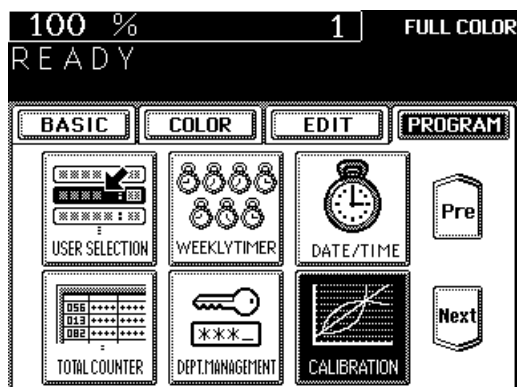
1. CALIBRATION OF GRADATION

This function allows the copier to automatically calibrate the color gradation when the color cannot be adjusted well because the shading or the hue of the image has deviated.

- Set the recommended Ledger-sized paper in the cassette before starting the calibration.
- Be sure to use the paper recommended by Toshiba. If any other paper is used, the calibration may not be performed properly.
- If the color often deviates, call your service technician.

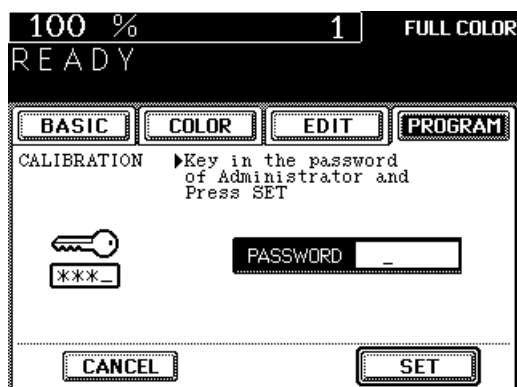
1 Press the **PROGRAM** key to enter the Program menu.

2 Press the **Next** key, then press the **CALIBRATION** key.



3 Enter the password (4 digits) of your administrator (key operator), then press the **SET** key.

Tip: If you do not need the user control by the password of the administrator, tell your service technician.

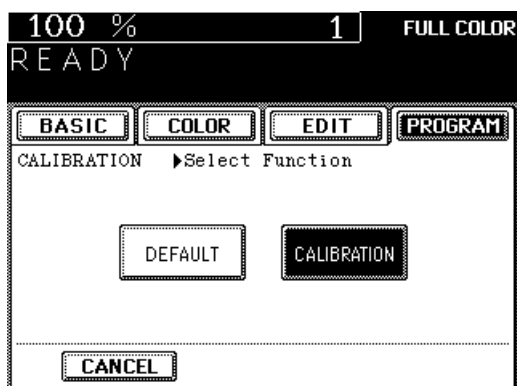


4 Press the **CALIBRATION** key.

- The following message appears:

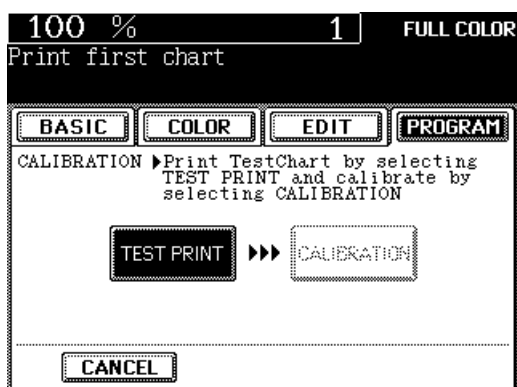
WAIT

Wait for approx. 30 seconds.

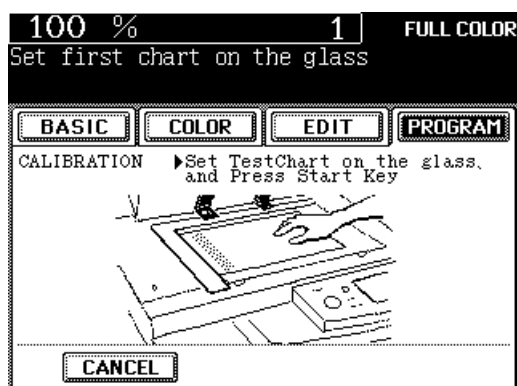


5 Press the **TEST PRINT** key to print out the chart for calibration.

6 Press the **CALIBRATION** key after the chart has been output.



7 When the display on the right appears, set the chart face down on the glass and with its top left aligned against the original scale on the left side, in order that the black line comes to the left side.



8 Press the **START** key to start the first calibration.

- If the chart is not properly set, the following message appears:

Set chart correctly

Repeat the calibration in Step 6.

Notes:

- If the glass is dirty or any foreign objects are stuck to the glass, calibration may not be operated properly. Keep the glass clean.
- Interrupt copying is not available during calibration.

1. CALIBRATION OF GRADATION (Cont.)

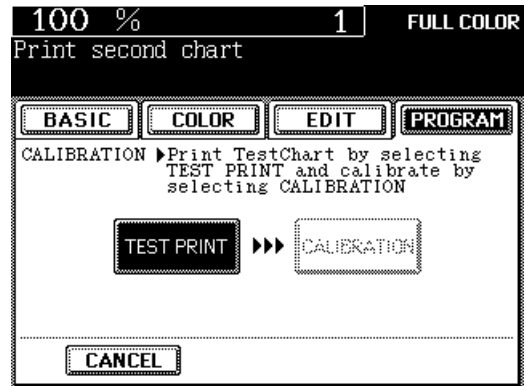
9 When the message “Scanning and calibrating” disappears, press the **TEST PRINT** key to print out the second test chart.

10 Press the **CALIBRATION** key, then set the printed out chart on the glass in the same way as the first calibration.

11 Press the **START** key to start the second calibration.

12 When the message “Scanning and calibrating” goes out, all the operation is completed.

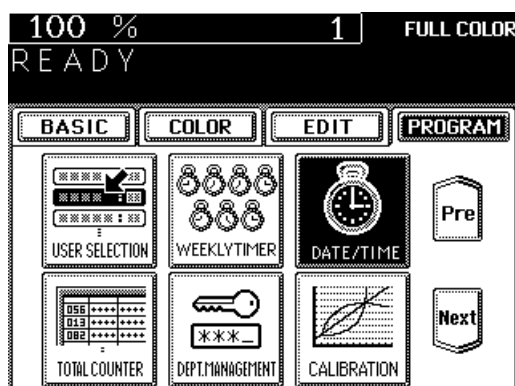
Tip: If you want to return the image quality level to the default setting after the calibration, press the **DEFAULT** key in step 4.



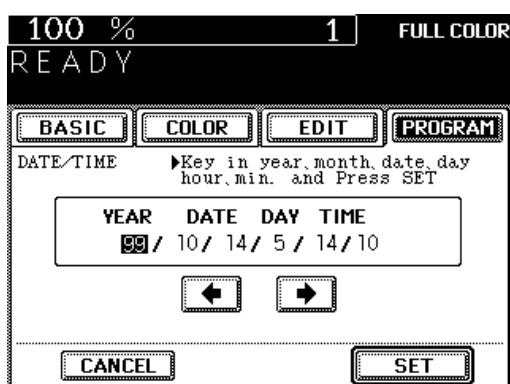
2. SETTING THE DATE AND TIME

With the digital keys, dates and times of the copier's internal clock can easily be set consistent with the current date and time.

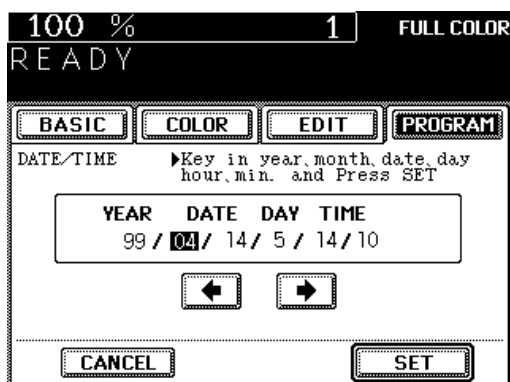
- 1 Press the **PROGRAM** key to enter the Program menu. Press the **Next** key and then the **DATE/TIME** key.





- 2 Key in the last two numbers of the year and press **➡**.
Example: 1999 → 9 + 9 + **➡**
2003 → 0 + 3 + **➡**

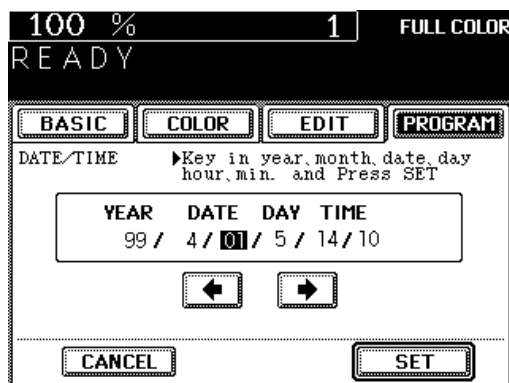




- 3 Key in the month (1~12) and press **➡**.
Example: April → 4 + **➡**



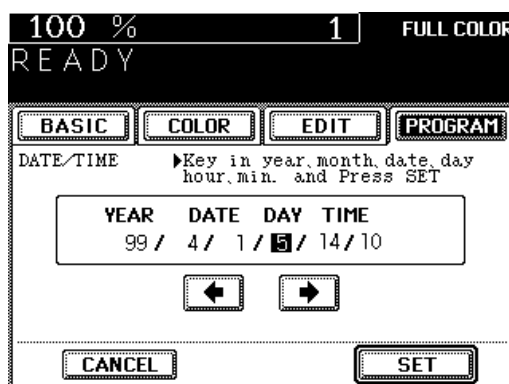
2. SETTING THE DATE AND TIME (Cont.)



- 4** Key in the date (1~31) and press .
Example: April 1st → 1 + 

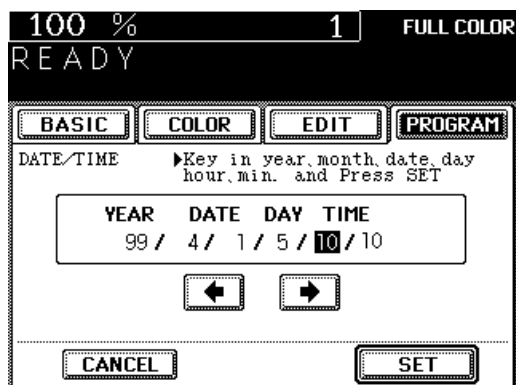


- 5** Key in the number corresponding to the day of the week (1: Sun., 2: Mon. ~7: Sat.) and press .
Example: Thu. → 5 + 


Number	1	2	3	4	5	6	7
Day	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.

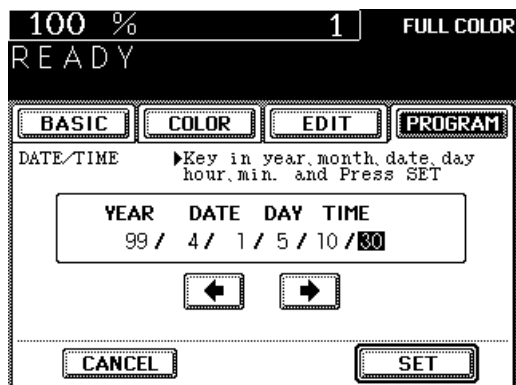


- 6** Key in the hour (0~23) and press .
Example: 10 : 30 a.m. → 1 + 0 + 
- Time is displayed in the 24-hour system.



- 7** Key in the minute (0~59).
Example: 10 : 30 a.m. → 3 + 0

- 8** Check that all the settings are correct.
- If you have noticed an error, first press the  key and then enter the correct number.



- 9** Press the **SET** key.
- The date/time setting screen is cleared.

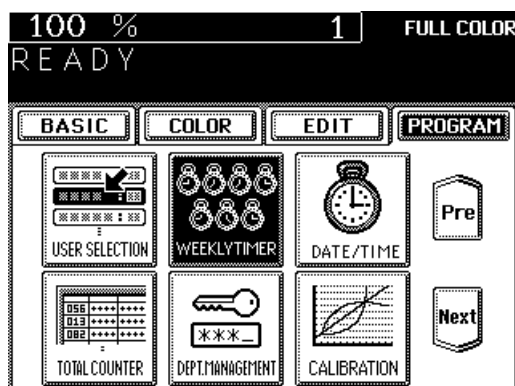
3. WEEKLY TIMER

The weekly timer, which is incorporated in the copier, is a feature for turning ON and OFF the copier automatically at the desired times specified. If you set the timer for the start time in the morning and the end time in the evening of your office, the copier will automatically turn itself ON and OFF at the specified times to meet the schedule of your office.

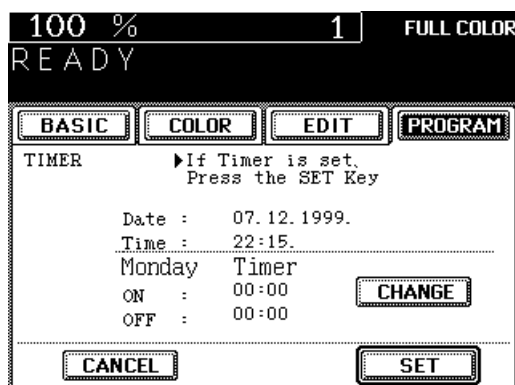
* To allow the weekly timer to work properly, the power switch should be always left ON.

Setting the Weekly Timer

- 1 Press the **PROGRAM** key to enter the Program menu. Press the **Next** key and then the **WEEKLY TIMER** key.

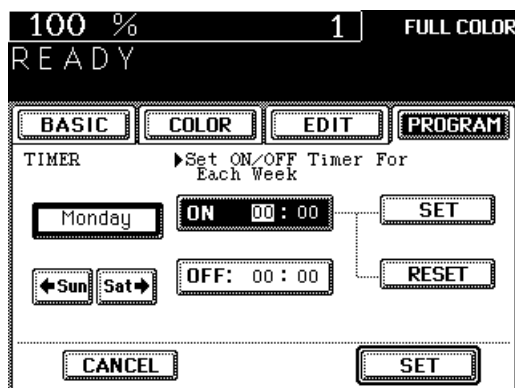


- 2 Check the settings. If they are OK, press the **SET** key. To change the settings, press the **CHANGE** key.



- 3 Set the ON/OFF times for each day of the week.

- Switch the day of the week by using the **◀ Sun** and **Sat ▶** keys.
- Set the ON/OFF times by using the digital keys.
- If the settings for each day of the week are OK, press the lower **SET** key.
- For holidays for which the copier should not be turned on, set the time as follows:
ON : 0:00
OFF : 0:00



USING THE
SPECIAL
FUNCTIONS

3. WEEKLY TIMER (Cont.)

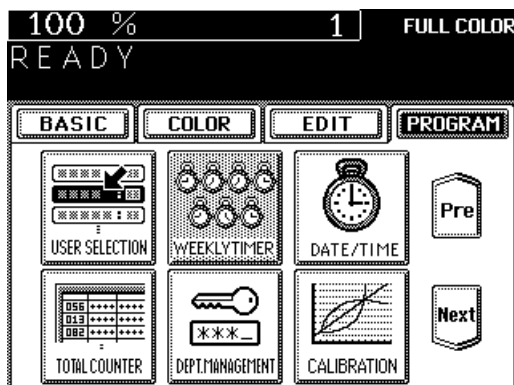
Canceling Operation of the Weekly Timer

You can cancel operation of the weekly timer so that the copier can be turned ON and OFF as normal by the power switch.

- 1 Press the **PROGRAM** key to enter the Program menu and press the **Next** key.
 - The menu on the right appears.

- 2 Check that the **WEEKLY TIMER** key is shaded. Then press the **WEEKLY TIMER** key to return the display to normal. This turns the weekly timer OFF.

Tip: Weekly time ON/OFF settings are held in the memory unless they are changed. The stored settings can easily be restored when the operation of the weekly timer is resumed.



4. JOB MEMORY

You can store and recall a combination of frequently used copy modes at any time you like. In addition to reproduction ratios, you can also store image density levels and copy quantities, color adjustment modes, editing modes and duplex copying modes. You can register up to four combinations.

Storing a New Combination of Copy Modes

1 Set the desired copy modes.

Example 1:

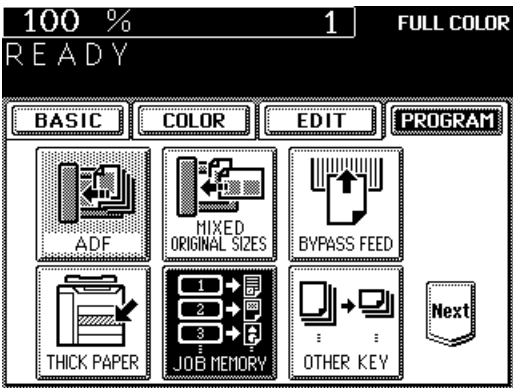
Reproduction ratio 85%
 Copy quantity 30
 Image density Automatic
 Copy size Letter-R

Example 2:

Color balance Y(Yellow)+1, M(Magenta)+2
 C(Cyan)-1, K(Black)0
 Copy size Letter-R
 Reproduction ratio 90%

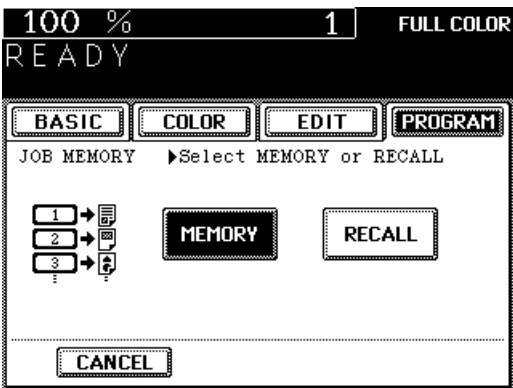
- You can check that each mode is correctly set by pressing the **SETTINGS** key.

2 Press the **PROGRAM** key to enter the Program menu, and then press the **JOB MEMORY** key.



USING THE
SPECIAL
FUNCTIONS

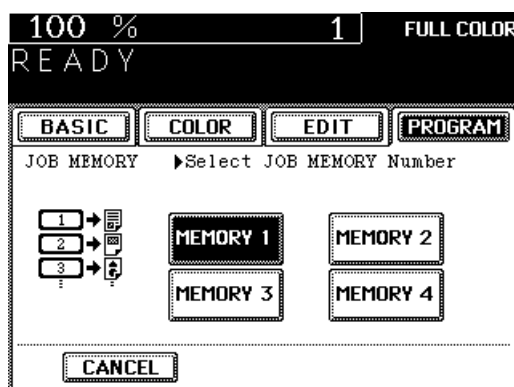
3 Press the **MEMORY** key.



4. JOB MEMORY (Cont.)

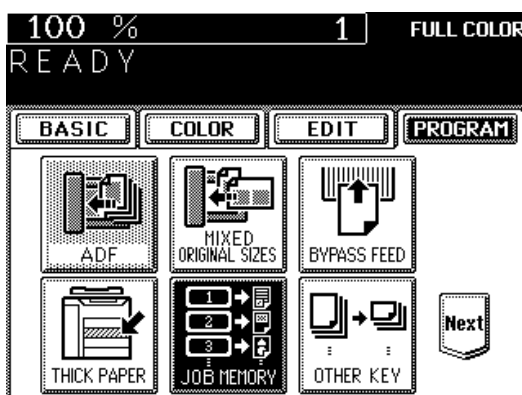
4 Press the **MEMORY1** (or, **MEMORY2**, **MEMORY3**, **MEMORY4**) key.

- The combination of copy modes is stored in mode memory 1 (or, 2, 3, 4)
- Stored combinations of copy modes remain until new ones are entered. They are not erased even when the power switch is turned OFF.

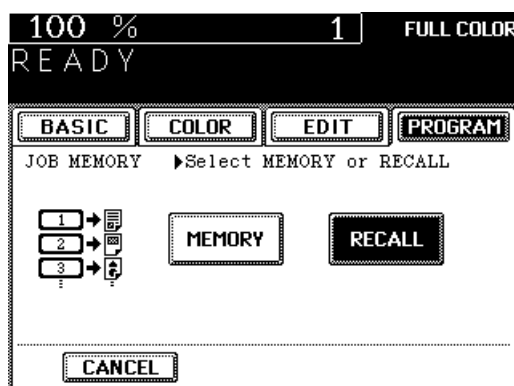


Recalling a Stored Combination of Copy Modes

1 Press the **PROGRAM** key to enter the Program menu, and then press the **JOB MEMORY** key.

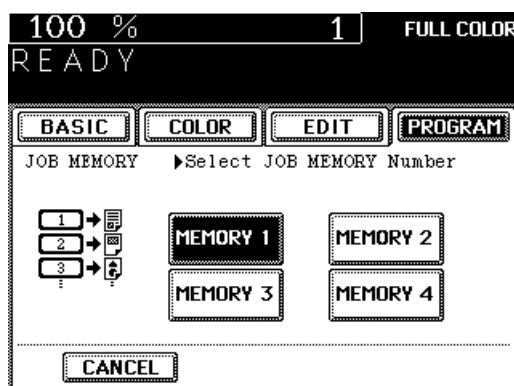


2 Press the **RECALL** key.



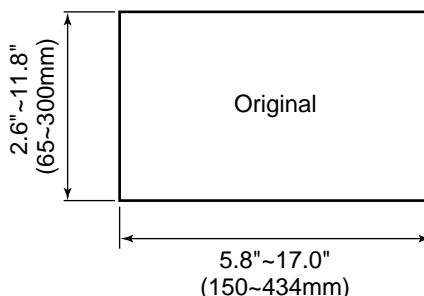
3 Press the key for the combination of copy modes you want to recall.

4 Press the **START** key. The original is copied in the combination of modes you have recalled.



5. COPYING USING PAPER OF OTHER SIZES

If you set the paper of non-American sizes such as European sizes (A5~A3) in the cassette for "OTHER" size, the copier automatically calculates the reproduction ratio by Automatic Magnification Selection mode. And the reproduction ratio of originals within the dimensions shown on the right can automatically be selected for the standard size by keying in the paper size.



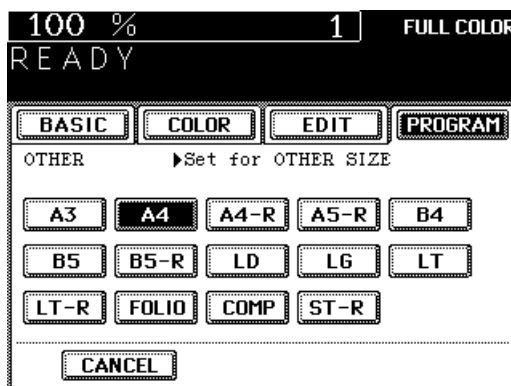
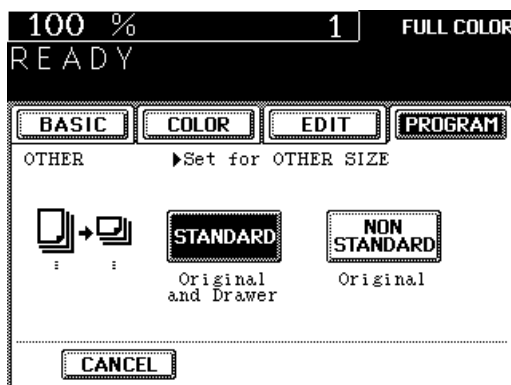
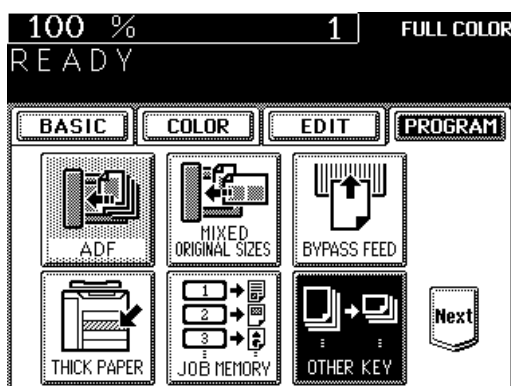
Making Standard Size Copies

1 Press the **PROGRAM** key to enter the Program menu.

2 Press the **OTHER KEY** key.

3 Press the **STANDARD** key.

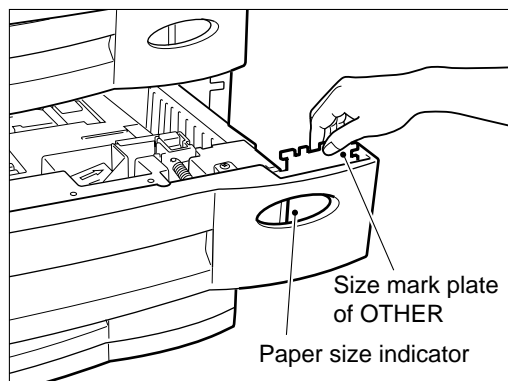
4 Press the desired size key for OTHER size.



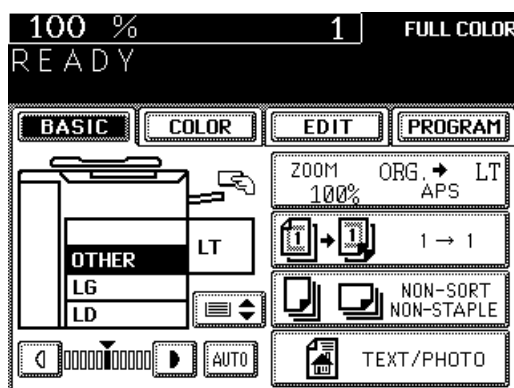
USING THE
SPECIAL
FUNCTIONS

5. COPYING USING PAPER OF OTHER SIZES (Cont.)

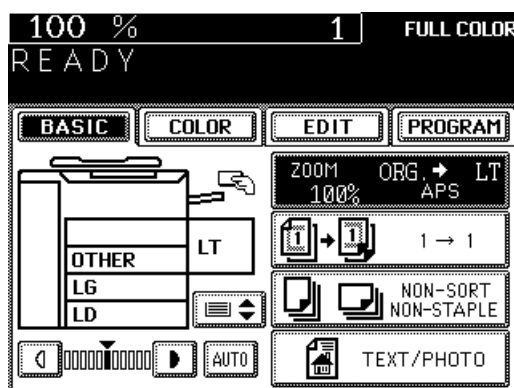
- 5** To change to a standard size, reset the size mark plate so that the **OTHER** mark appears and set the corresponding size of paper (see page 133).



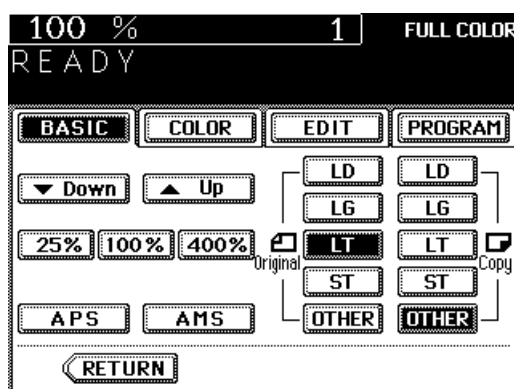
- 6** Press the **BASIC** key to return to the Basic menu, then make sure that the "OTHER" is shown on the paper size indicator of the corresponding cassette.



- 7** Press the **ZOOM ORG. → LT** key to display the original size selection screen.



- 8** Press the **OTHER** key of the ORIGINAL on the screen to make copies of OTHER size of originals. Press the **OTHER** key of COPY on the screen if you make copies on the OTHER size paper.



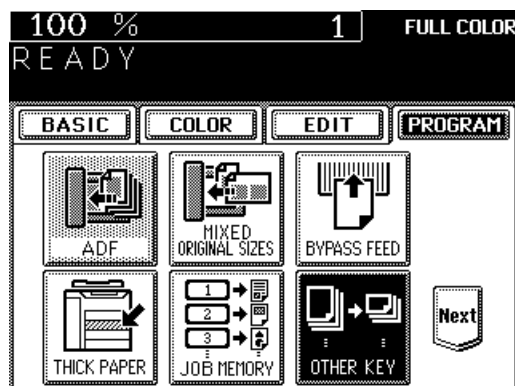
- 9 After you have set the originals, select the copy quantity, etc. if necessary, and press the **START** key.

Tip: COMP is the default size of the OTHER size.

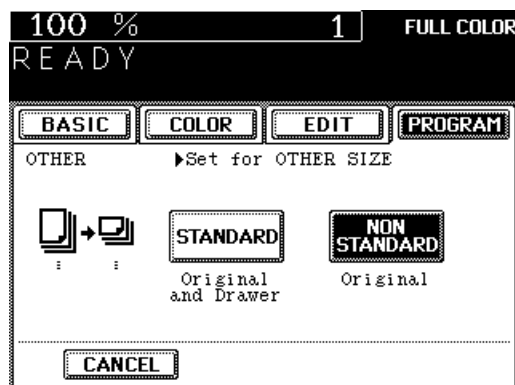
Making Copies of Non-Standard Originals

- 1 Press the **PROGRAM** key to enter the Program menu.

- 2 Press the **OTHER KEY** key.

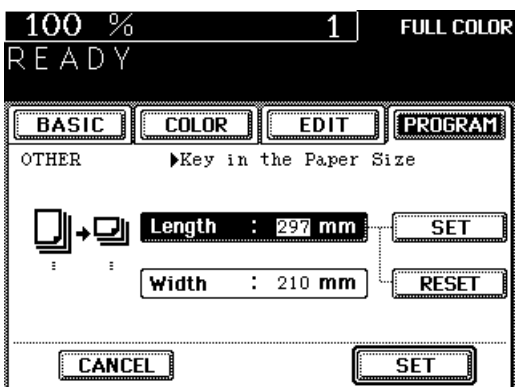


- 3 Press the **NON STANDARD** key.



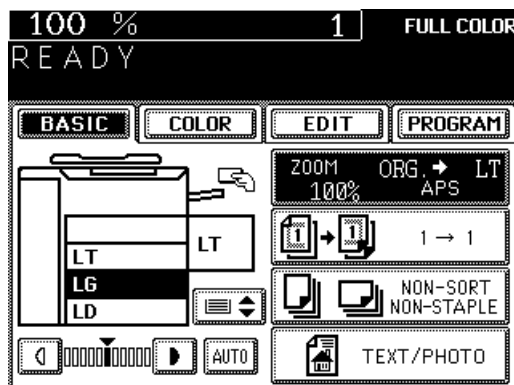
- 4 Key in the dimensions (length, width) of the original set for the OTHER size, then press the upper **SET** key.

- 5 If the keyed-in dimensions are correct, press the lower **SET** key.



5. COPYING USING PAPER OF OTHER SIZES (Cont.)

- 6** Press the **BASIC** Key to enter the Basic menu, then press the **ZOOM ORG.→ LT** key.

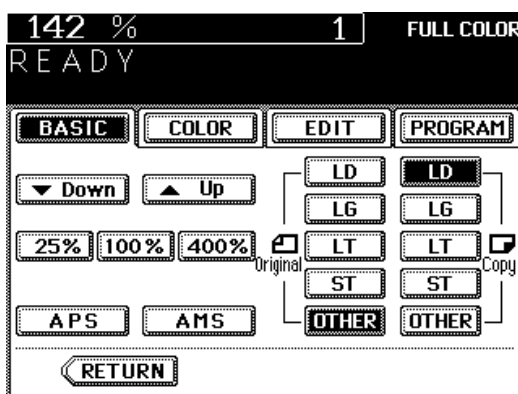


- 7** Press the **OTHER** key of the ORIGINAL on the screen.

- 8** After you have set the originals, select the copy quantity, etc. if necessary, and press the **START** key.

Notes:

- Non-standard size paper cannot be set.
- Only one size can be set for the OTHER size. You cannot set Standard size and Non-standard size at a time.



Electronic Access Control

Activating the EAC Mode

To activate the EAC functions, you must have your Service Technician activate this function. Prior to calling to have this set, you will want to consider several things:

1. What should the Key Operator Password be?
This is a four digit code you will have to enter prior to performing the maintenance functions.
2. How do you want to administer the Department Codes?
Should there one number to access the copier or do you want separate numbers for each department or individual?
3. How much of the work will be done from work stations using the machine as a printer?
Please Note: You should be aware that in order to print a job with Department Control set ON, it is necessary to enter the code at the printer. Because the print cue can't assign specific code requirements, when you enter any valid code, all jobs waiting to print will be logged against that code. The only way around this is to have a HOLD cue and have an administrator assign the codes to each print job as they enter the cue.

After considering the advantages and disadvantages, to activate this feature call your Service Representative. Make sure you keep your password in a safe place. Do not write it in this guide.

Entering an Access Code to Copy/Print

Follow the procedure starting on page 107 of your Operator Guide.

Viewing the Total Counter

Follow the procedure starting on page 108 of your Operator Guide.

Using the Department Manager Functions

Follow the procedure starting on page 109 of your Operator Guide.

Reading the Counters

Follow the procedure starting on page 110 of your Operator Guide.

Clearing Counters

Follow the procedure starting on page 112 of your Operator Guide.

Adding/Changing/Deleting Accounts

Follow the procedure starting on page 114 of your Operator Guide.

Questions and Answers

Q: What happens if I need to change the Key Operator Code in the future?

A: Place a service call. Your Service Technician can enter a new code.

Q: What happens if I forget my password?

A: Place a service call. Your Service Technician can find the old code in the machine memory.

Q: What happens if I accidentally erase the wrong account?

A: You will have to re-enter the account. You will have lost the copy count since the counter starts again at zero.

6. ACCESS CODES (ID NUMBERS)


If the copier is set up so that access codes can be used, you can make copies only after entering the access code. When making copies using access codes, the copy quantity is stored for each access code used.

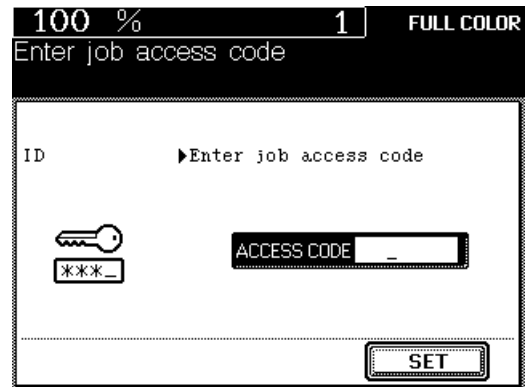
See page 114 for how to register, change, or clear the access code.

1 If the Department Management function is activated, the screen on the right is displayed when the power switch is turned ON or the function clear mode is operated.

2 Key in a registered access code (4 digits) to make the copier available.

Notes:

- Available 4-digit numbers are between 0001 and 9999.
- If the message “Enter job access code” still appears and the screen does not change, the keyed-in access code may be wrong. Key in the correct number.
- When you are using the Department management function, press the ACCESS  key after you have finished using the copier.
- The display changes to the access code input screen, and Department Management function is continuously available.



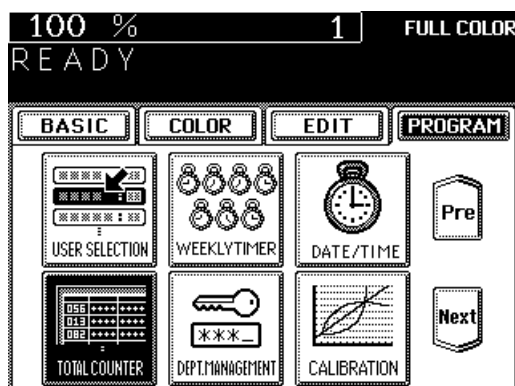
7. TOTAL COUNTER

This function displays the total number of copies or number of prints.

1 Press the **PROGRAM** key to enter the Program menu and press the **NEXT** key.

2 Press the **TOTAL COUNTER** key.

- The total number of copies or prints of the copier is displayed classified by the color mode.



	FULL COLOR	MONOCOLOR	BLACK	TOTAL
COPY	1056	10	47	1113
PRINT	800	0	23	823
TOTAL	1856	10	70	1936

At the bottom of the screen is a 'RETURN' button.

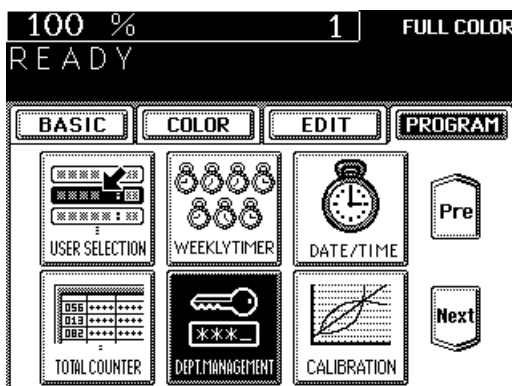
Tip: The total counter is an add-up counter. You cannot clear the number of the counter.

8. DEPARTMENT MANAGEMENT

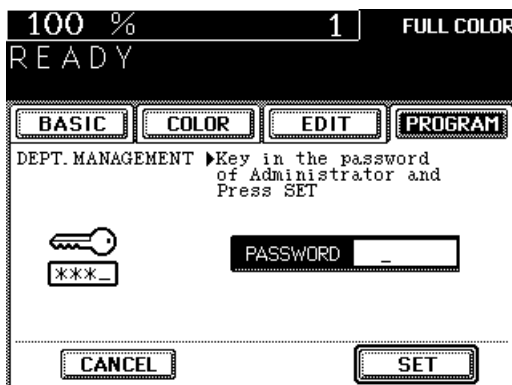
This function allows you to administer the copy quantity of each department by setting an access code for each department. Up to 120 codes can be set.

- * This function requires keying in the password of the key operator.
- * The installation of an optional printer controller allows you to administer the print quantity of each department.

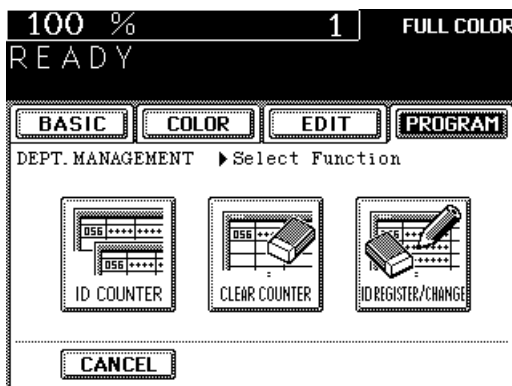
- 1 Press the **PROGRAM** key to enter the Program menu, and press the **NEXT** key, then the **DEPT.MANAGEMENT** key.



- 2 Enter the password of the administrator (key operator).



- The department management screen appears.

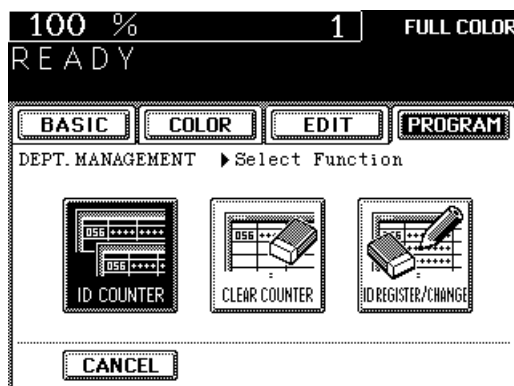


8. DEPARTMENT MANAGEMENT (Cont.)

ID Counter

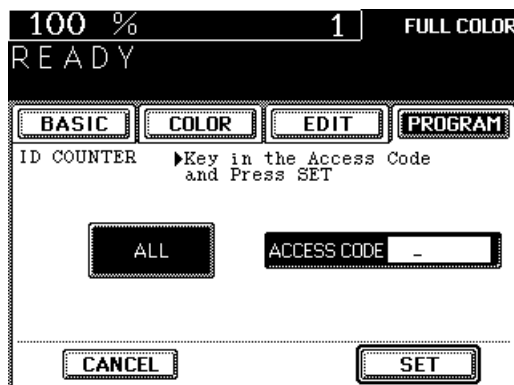
This function displays the number of copies output for each department (or access code) classified according to color mode.

- 1 Press the **ID COUNTER** key in the Department Management menu.



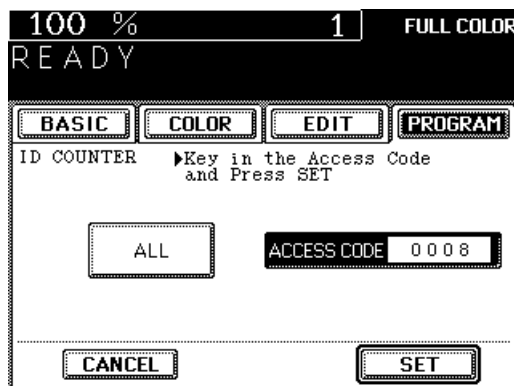
- 2 If you want to check the counters of all access codes, press the **ALL** key.

- The total copy quantity of each access code is displayed.



- 3 If you want to check the counter of a certain department, enter its access code (4 digits) and press the **SET** key.

- The total copy quantity of the corresponding access code is displayed in the frame.



- 4 access codes can be displayed at a time. Press the **NEXT** or **PREV** key to switch the screen for other access codes.
- Access codes are displayed in numerical order (up to 120 codes).

100 %

1

FULL COLOR

READY

BASIC

COLOR

EDIT

PROGRAM

ID COUNTER

CODE	FULL COLOR	MONOCOLOR	BLACK	TOTAL
0006	80	2	6	88
0008	26	0	4	30
0047	67	0	0	67
0056	13	6	2	21

RETURN

PREV

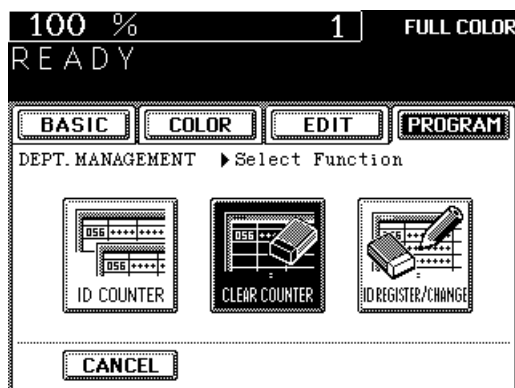
NEXT

8. DEPARTMENT MANAGEMENT (Cont.)

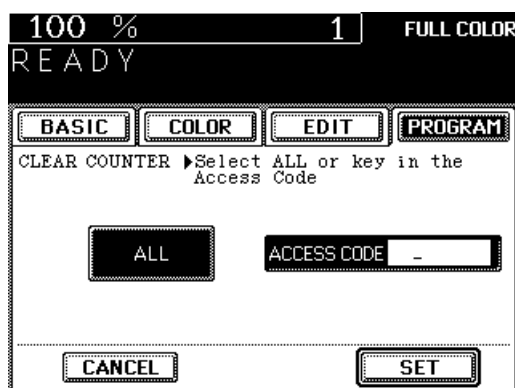
Clearing Counters

This function clears a certain department (access code) or all departments to "000000".

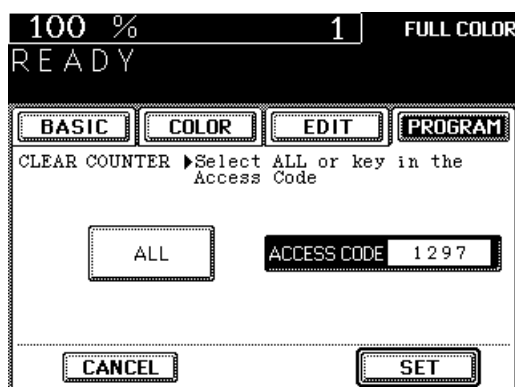
- 1 Press the **CLEAR COUNTER** key in the Department Management menu.



- 2 If you want to clear the counters of all the access codes, press the **ALL** key.



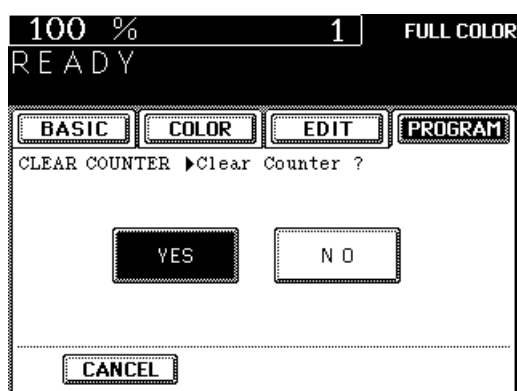
- 3 If you want to clear the counter of a certain department, enter its access code (4 digits) and press the **SET** key.



4

Press the **YES** key.

- The counter is cleared and the number becomes "000000".



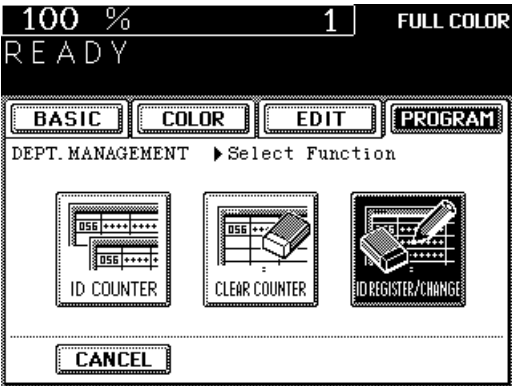
8. DEPARTMENT MANAGEMENT (Cont.)

Registration/Change/Deletion of Access Codes

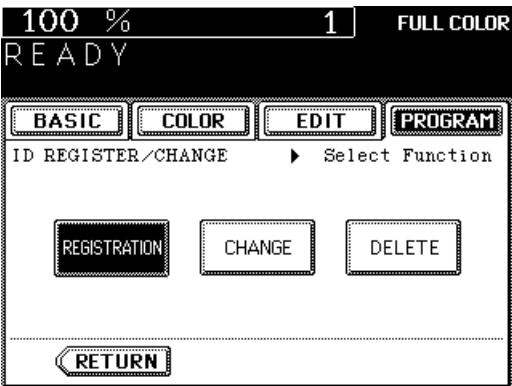
This function registers, changes and deletes the access codes.

Registering a new department

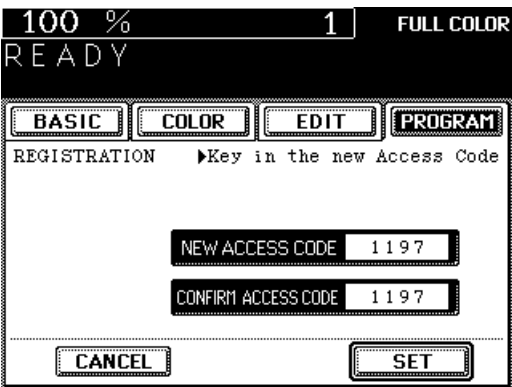
1 Press the **ID REGISTER/CHANGE** key in the Department Management menu.



2 Press the **REGISTRATION** key.



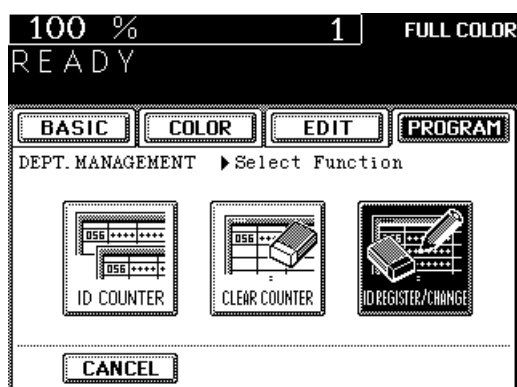
3 Using the digital keys, enter the access code (4 digits) you want to register both for **NEW ACCESS CODE** and for **CONFIRM ACCESS CODE**.



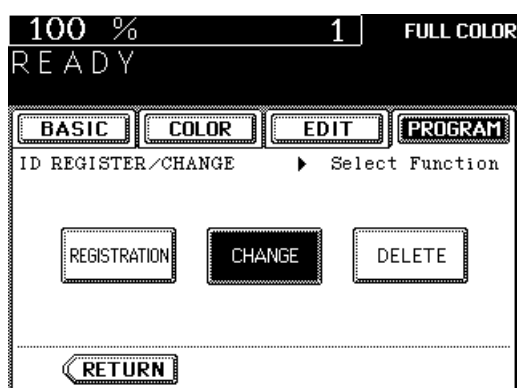
4 Press the **SET** key.

Changing the access code of a certain department

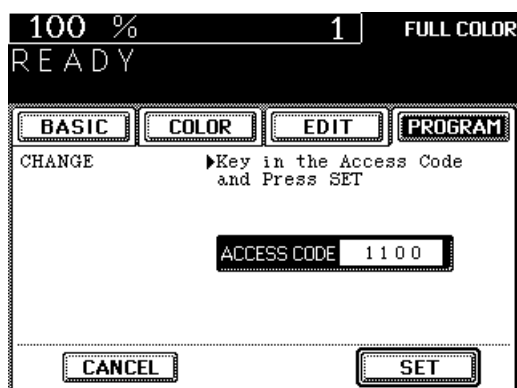
1 Press the **ID REGISTER/CHANGE** key in the Department Management menu.



2 Press the **CHANGE** key.

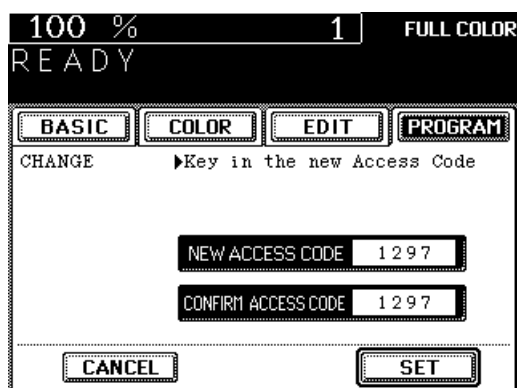


3 Using the digital keys, enter the access code (4 digits) you want to change, then press the **SET** key.



4 Using the digital keys, enter the access code (4 digits) you want to register both for **NEW ACCESS CODE** and for **CONFIRM ACCESS CODE**.

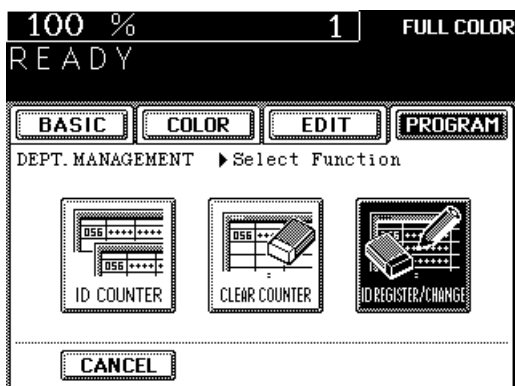
5 Press the **SET** key.



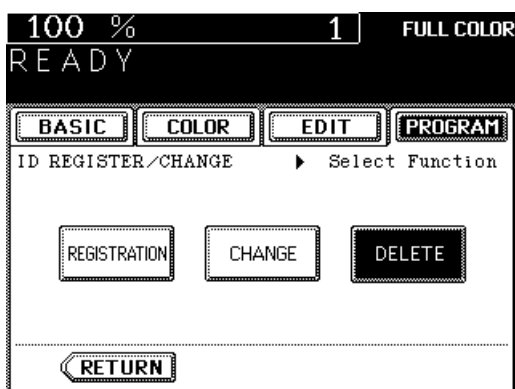
8. DEPARTMENT MANAGEMENT (Cont.)

Deleting a department from the department management

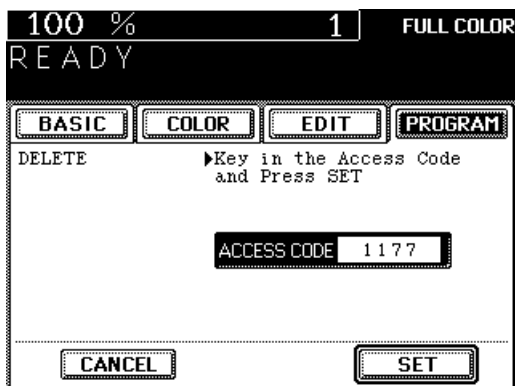
- 1 Press the **ID REGISTER/CHANGE** key in the Department Management menu.



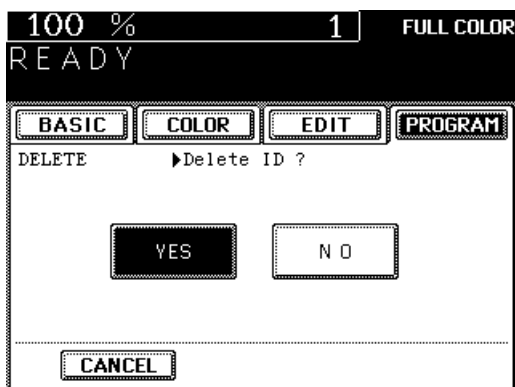
- 2 Press the **DELETE** key.



- 3 Using the digital keys, enter the access code (4 digits) you want to delete, then press the **SET** key.



- 4 Press the **YES** key.



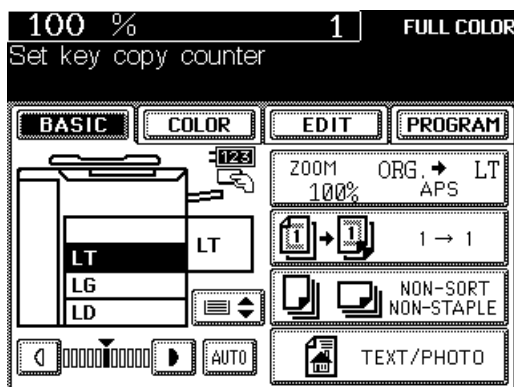
9. KEY COPY COUNTER

When the copier is set up so that key copy counters can be used, you can make copies only by inserting your key copy counter, and the copies made are recorded (added) in the key copy counter. You can use any number of key copy counters.

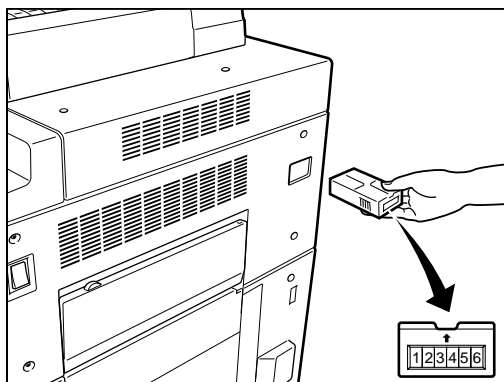
Note: For details on how to use a key copy counter, consult a service technician.

Procedure

- 1 The following message appears:
Set key copy counter



- 2 Insert the key copy counter.
 - Hold the counter so that the surface with an arrow faces upward with the arrow pointed toward the copier. Then insert it slowly until it comes to a stop.
- 3 The following message appears:
READY
 - Make copies as you would normally do.
- 4 When you have finished making copies, remove your key copy counter.

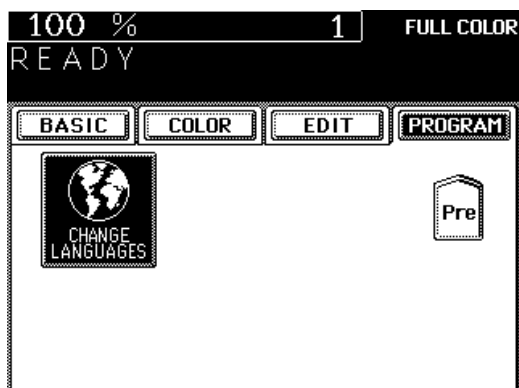


USING THE
SPECIAL
FUNCTIONS

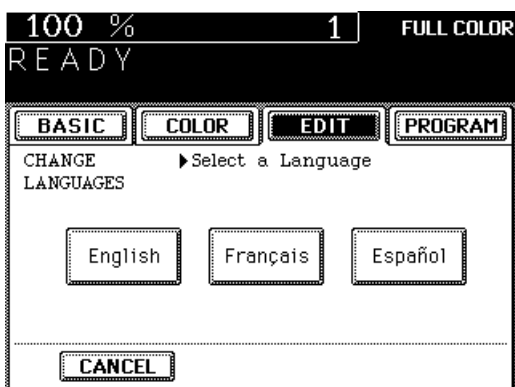
10. CHANGE OF LANGUAGE ON THE DISPLAY PANEL

You can change the language on the display panel.

- 1 Press the **PROGRAM** key to enter the Program menu, press the **Next** key twice to display the panel on the right, then press the **CHANGE LANGUAGES** key.



- 2 Press one the other languages.



11. USER SELECTION (INITIAL SETTINGS)

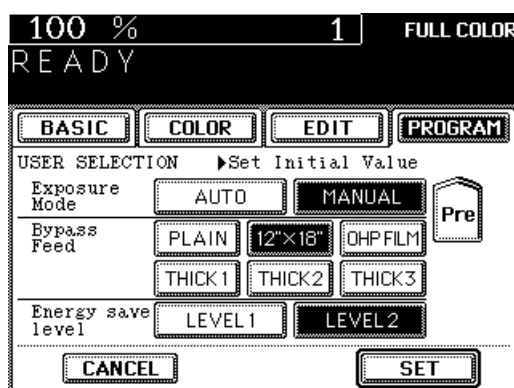
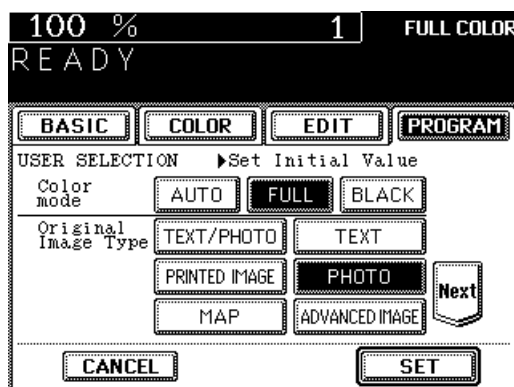
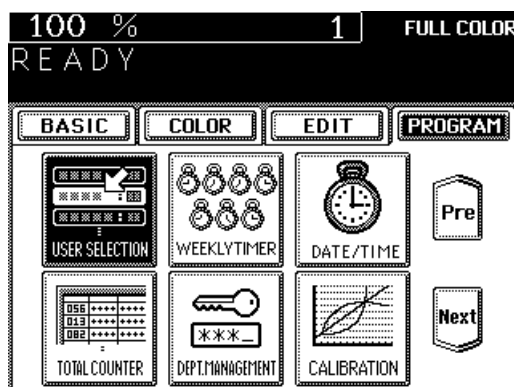
This function allows you to change the initial setting (default setting) of each mode displayed when the power is turned ON, when the Energy-saving mode is canceled, or when the FUNCTION CLEAR key is pressed.

1 Press the **PROGRAM** key to enter the Program menu, then press the **Next** key.

2 Press the **USER SELECTION** key.

3 Press the desired key for which you want to change the initial setting.

- You can switch the screen by pressing the **Next** or **Pre** key.



4 Press the **SET** key.

USING THE
SPECIAL
FUNCTIONS

6. USING THE OPTIONAL SORTER

1. Description of the Main Components	122
2. Non-sort Copying	123
3. Sort or Sort / Staple Copying	124
4. Group Copying	128

1. DESCRIPTION OF THE MAIN COMPONENTS

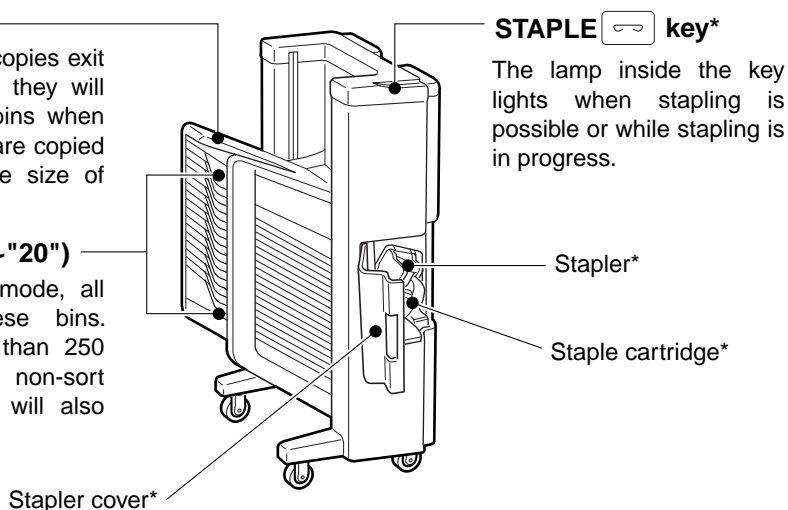
When the optional sorter MG-2014 is attached to the copier, you can select the sort, group or staple mode. Non-sort is automatically selected as the default mode.

Non-sort bin

In the non-sort mode, copies exit into this bin. However, they will also go into the sort bins when more than 250 sheets are copied or depending upon the size of paper selected.

Sort bins (Bins "1" ~ "20")

In the sort or group mode, all copies exit into these bins. However, when more than 250 copies are set in the non-sort mode, some of them will also enter these bins.



Note: See page 162 for the details of the sorter specification.

2. NON-SORT COPYING

1 Check that **NON-SORT, NON-STAPLE** is displayed on the Basic menu.

- If **SORT**, **GROUP** or **STAPLE SORT** is displayed, press the key and select **NON-SORT, NON-STAPLE**.

2 Place the original(s) on the original feed tray or on the glass.

- See page 22 for how to set the original.

3 Key in the desired copy quantity.

- When 250 or less is copied at a time, all the copies will exit into the non-sort bin. When you use the optional automatic document feeder, the total number of copies (the number of originals X copy quantity) should be 250 or less.
- When more than 250 is copied at a time, the specified number of copies will exit into sort bins "1" up to "20", then the remaining copies will exit into the non-sort bin.
- If more than 850 (LT) or 750 (LD/LG/LT-R) is copied at a time, the copier automatically stops when 850 (or 750) copies have been completed, and the following message appears:

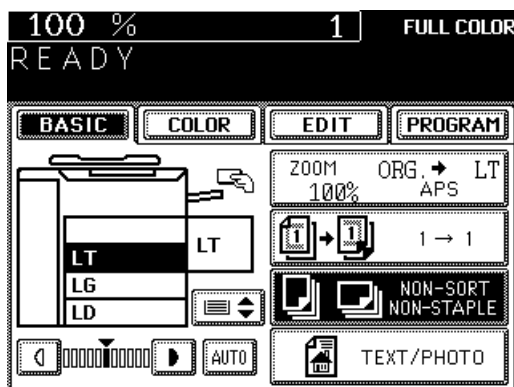
Remove paper from sorter bins ,

Remove all the copies from the sorter and press the START key again to continue.

4 Select the desired copy size, reproduction ratio, image density level, etc. if necessary.

5 Press the START key.

Note: When the sorter is working, do not touch the bins.

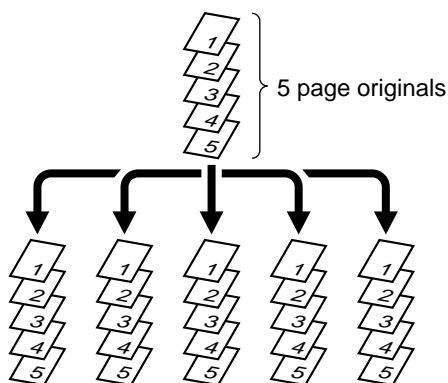


Paper size	Sort bins	Non-sort bin	Total
Letter	1st~600th copy (30 copies/bin)	601st~850th copy	850 copies
Ledger, Legal Letter-R	1st~500th copy (25 copies/bin)	501st~750th copy	750 copies

3. SORT OR SORT/STAPLE COPYING

Example:

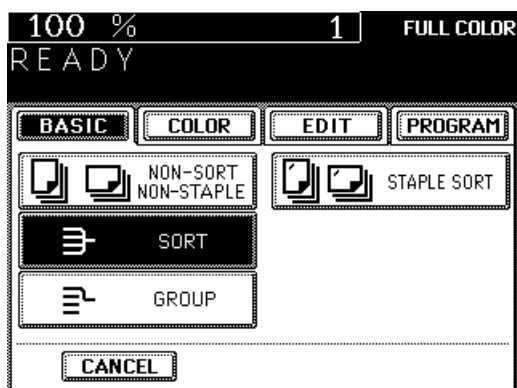
Making 5 sets of copies
from 5-page originals.



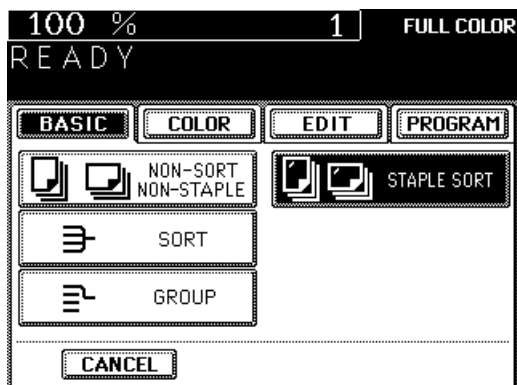
Sort or Sort/Stapling

1 Press the **NON-SORT, NON-STAPLE** key on the Basic menu to enter the Sorter menu.

- To select the SORT mode, press the **SORT** key.



- To select the SORT/STAPLE mode, press the **STAPLE SORT** key.



2 Place the original(s) on the original feed tray or on the glass.

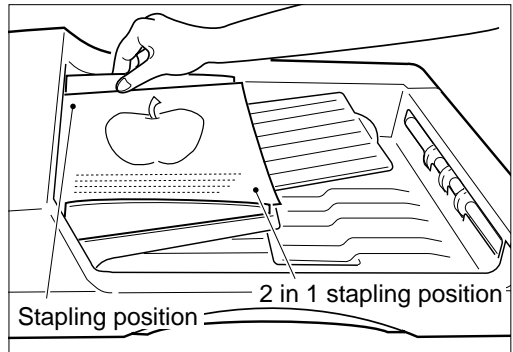
Using the automatic document feeder:

Place them with facing up and align the side guides to the originals.

Stapling will be done in the position corresponding to the upper left corner of the originals. However, in the 2 in 1 mode, stapling will be done in the position corresponding to the lower right corner (see page 72).

- The number of the originals you can set up at a time is shown below.

Letter	:50
Ledger, Legal, Letter-R	:25

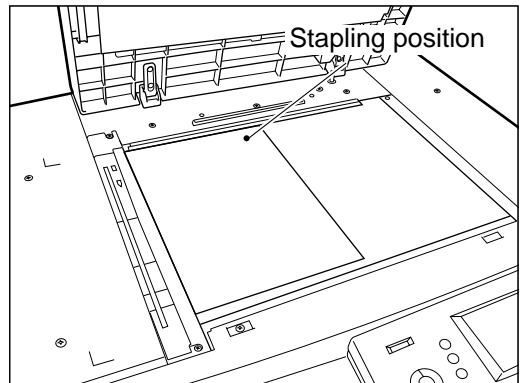


Placing the originals on the glass:

Place the original face down on the glass. If you start with the last page of your originals, the copies will be arranged in the same page order as the originals.

The copies can be stapled in the position corresponding to the upper right corner of the original.

In this case, however, copies are not stapled automatically (see page 127 for manual stapling).



3 Key in the number of copies (sets).

Up to 20 sets can be keyed in (all sizes).

4 Select the desired copy size, image density level, reproduction ratio, copy quantity, etc. as required.

3. SORT OR SORT/STAPLE COPYING (Cont.)

5 Press the START key.




Using the automatic document feeder:

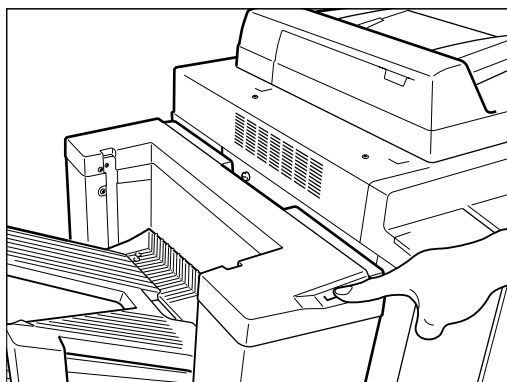
- The originals placed on the original feed tray will automatically be fed in one by one.
- If the sort/stapling mode is selected, all the sets of copies will automatically be stapled after copying is finished.
- If the copier stops during the sort or sort/stapling mode and displays **Remove paper from sorter bins** , remove all the copies from the sorter and press the START key again to continue. In this case, stapling is not possible.

Placing the original on the glass:

- After the copying of the first original (last page) finishes, place the next original and press the START key.
- Repeat this step until all the originals finish being copied.

6 Pressing the STAPLE key will cause the copies in each bin to be stapled automatically.


- While stapling is in progress, if you press the STAPLE  key again, stapling will stop. Pressing the key again will resume stapling.
- The STAPLE  key lamp comes on only when stapling is possible. However, if the maximum number of copies that can be stapled is exceeded, the STAPLE  key lamp goes out, alerting the operator that stapling is not possible.

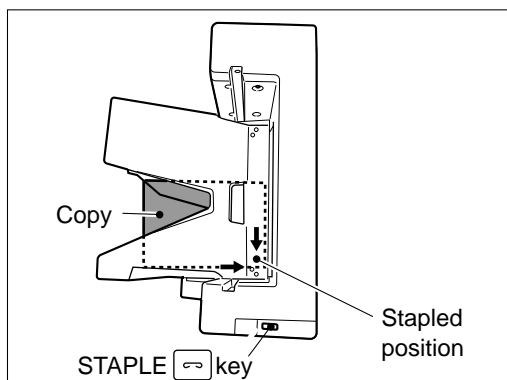


Note: Do not open the stapler cover during stapling in order to avoid a staple jam.

Manual Stapling

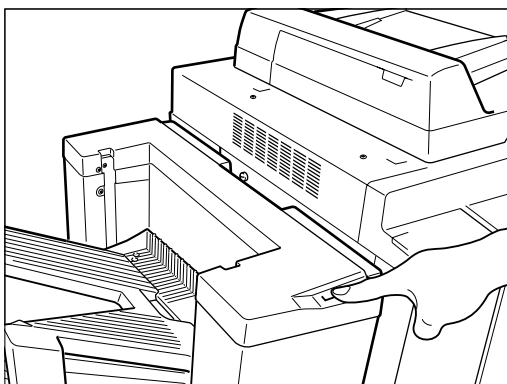
1 Align the edges of the copies and insert them into the first sort bin.

- The copies should be inserted fully inside and moved to the right and to the front until being stopped.
- The STAPLE  key lamp will come on.
- The maximum number of copies is shown below.
22lb. : 50 (all sizes)
24lb. : 40 (all sizes)



2 Press the STAPLE key.

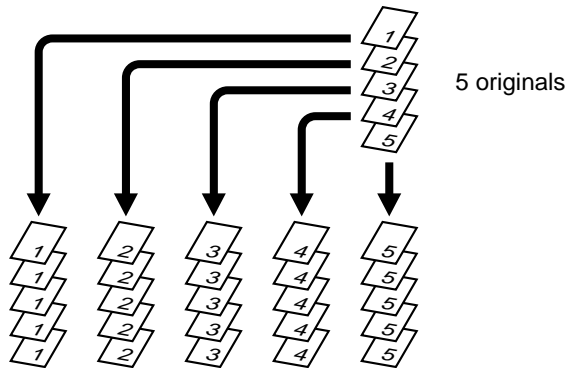
- The copies will be stapled.
Repeat steps 1 and 2 for the remaining sets of copies.



4. GROUP COPYING

Example:

Copying 5 originals
in the group mode.



1 Press the **NON-SORT, NON-STAPLE** key on the Basic menu to enter the Sorter menu.

- Select the **GROUP** key.

2 Place the original(s) on the original feed tray or on the glass.

- Up to 20 originals (all sizes) can be set at a time.
- See page 22 for how to set the originals.

3 Key in the number of copies.

- The maximum number of copies that can be set is 30 for Letter or 25 for Ledger, Legal or Letter-R.
- You cannot set a different copy quantity for each original.

4 Select the desired copy size, image density level, reproduction ratio, copy quantity, etc. as required.

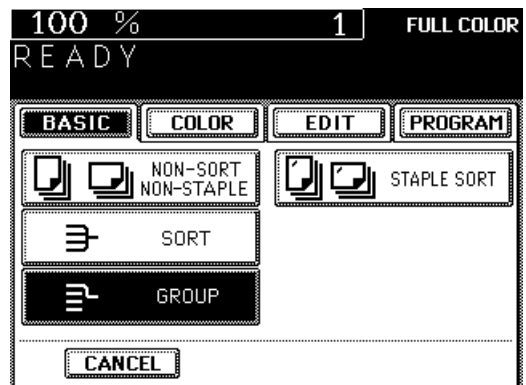
5 Press the **START** key.

Using the automatic document feeder:

- The originals will automatically be fed in one by one and copied.

Placing the original on the glass:

- After the first original finishes being copied, set the next original and press the **START** key.
- The copies of the second original will all exit into the second bin, and those of the third original into the third bin, and so on.



7. WHEN THE GRAPHIC SYMBOLS FLASH

1. Add Paper Symbol	130
2. Replace Toner Bag Symbol	134
3. Add Toner Symbol	136
4. Clear Paper Symbol	138
① Misfeeding inside of the Copier	138
② Misfeeding in the Automatic Duplexer	143
③ Misfeeding from the Cassettes	145
Misfeeding in the Large-Capacity Feeder ...	146
④ Misfeeding in the Automatic Document Feeder	147
⑤ Misfeeding in the Bypass Guide	148
⑥ Misfeeding in the Sorter	149
5. Replacing Staples	150
6. Removing Jammed Staples	152
7. Call Service Symbol	154
8. Periodic Maintenance	154

1. ADD PAPER SYMBOL

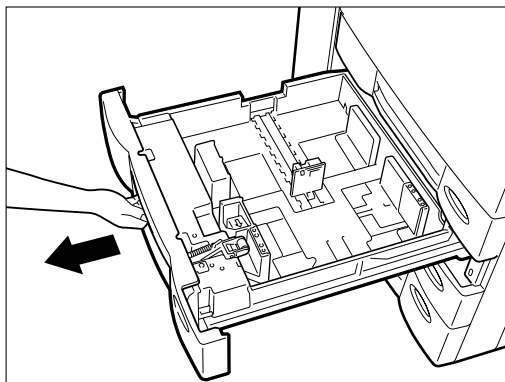
When the paper supply in the selected cassette or the optional large-capacity feeder runs out, the cassette or large-capacity feeder symbol on the display panel flashes and this message appears:

Add paper

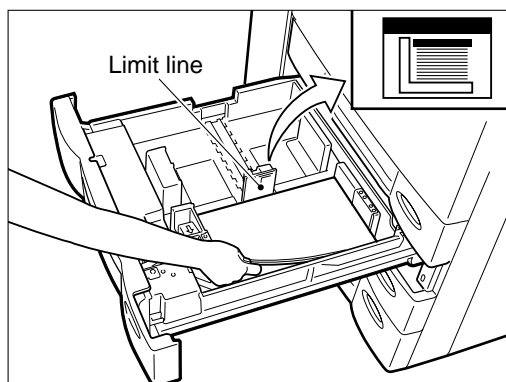
Add paper as described below.

Adding Paper to the Front Cassette

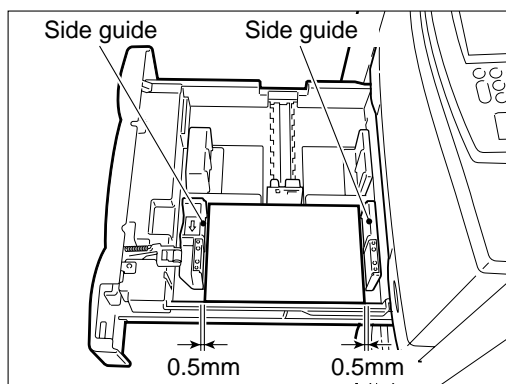
- 1 Pull out the cassette slowly until it comes to a stop.**



- 2 Place the paper in the cassette.**
 - Up to 600 sheets of paper (22lb.) can be set.
 - Do not add paper above the line on the back guide.
 - Do not use creased, folded, wrinkled or damp sheets of paper.

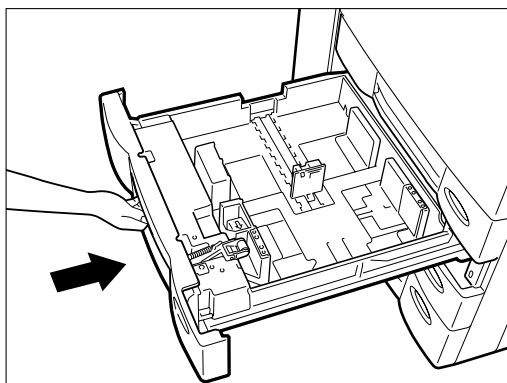


Note: Check that there is a slight gap (about 0.5 mm) left between the paper and each of the side guides as shown; the total gap should not exceed 1 mm. If the gap is not suitable, paper misfeeding may possibly occur.



3 Push in the cassette straight and slowly until it comes to a stop.

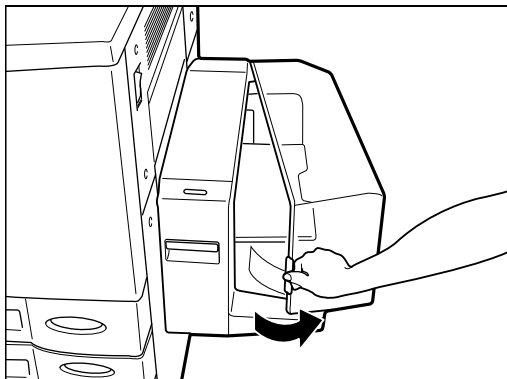
- Make sure that the cassette is pushed in fully.




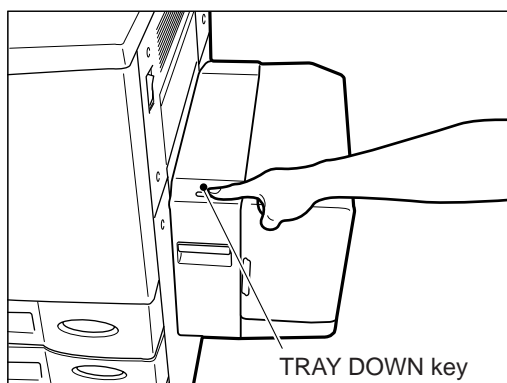
1. ADD PAPER SYMBOL (Cont.)

Adding Paper to the Large-Capacity Feeder (Optional)

1 Open the cover of the large-capacity feeder.



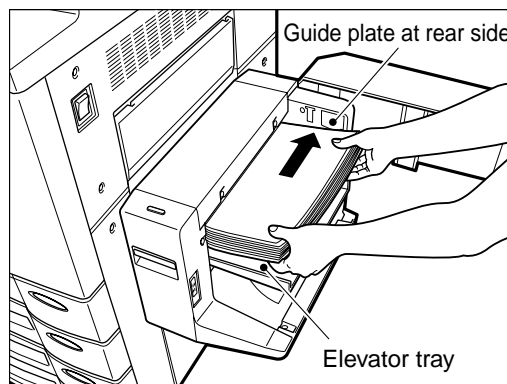
Note: If you want to add paper because the paper supply has become low, press the TRAY DOWN  key before opening the cover. The elevator tray will automatically move down and stop.



2 Place the paper in the large-capacity feeder.

- Make sure that all the sheets are placed neatly aligned against the guide plates at rear side on the elevator tray.
- Up to 1500 sheets of Letter-size paper can be placed. Do not add paper above the limit line on the right.
- Do not use creased, folded, wrinkled or damp sheets of paper.

Tip: Make sure that there is no gap between the paper set and the guide plates at rear side to avoid image skewing.



3 Close the cover of the large-capacity feeder.

- The elevator tray will automatically move up to the paper feeding position.

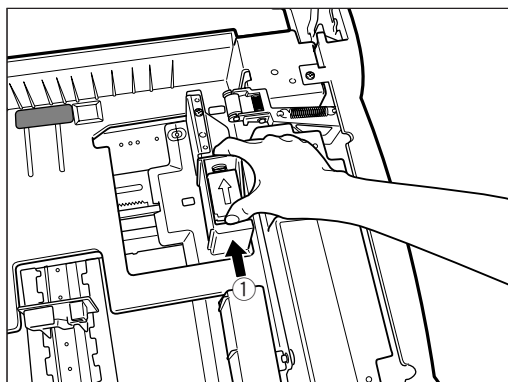
Changing the Paper Size of the Cassette

The paper size of the cassette can be changed to any of Ledger, Legal, Letter-R, Letter and Statement. Use the following procedure.

1 Pull out the cassette slowly and fully.

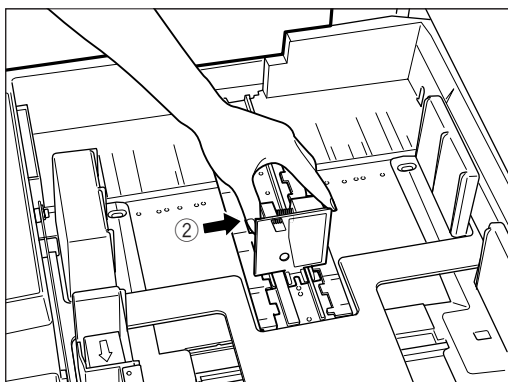
2 Move the side guides so that the space between them is slightly wider than the desired paper size.

- To move the side guides, push the lever (arrow ①) to unlock.



3 Set the back guide to the desired paper size (shown on the cassette surface).

- To move the back guide, push on its sides (arrows ②) to unlock and slide it with both of your hands.

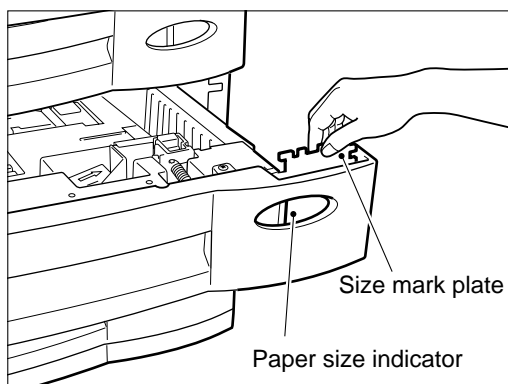


4 Place paper in the cassette.

- For placing paper in the cassette, refer to Step 2 in **"Adding Paper to the Front Cassette"** on page 132.

5 Remove and reset the size mark plate so that the desired paper size appears.

6 Push in the cassette slowly and fully.




WHEN THE
GRAPHIC SYMBOLS
FLASH

2. REPLACE TONER BAG

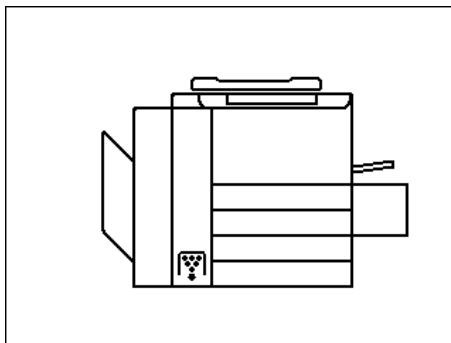


SYMBOL

When the toner bag becomes full of used toner, the REPLACE TONER BAG  symbol flashes and this message appears:

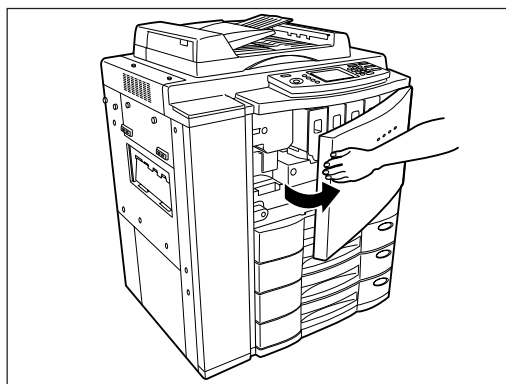
Dispose of used toner
Press HELP

Replace the toner bag as described below.

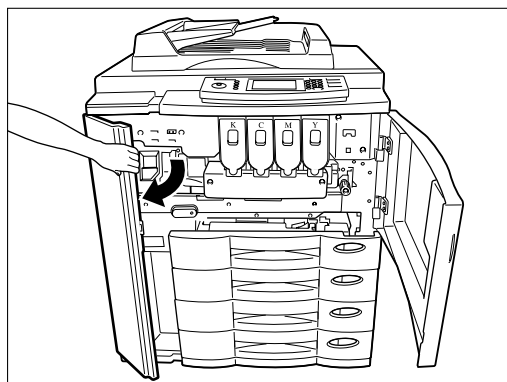


Replacing Procedure

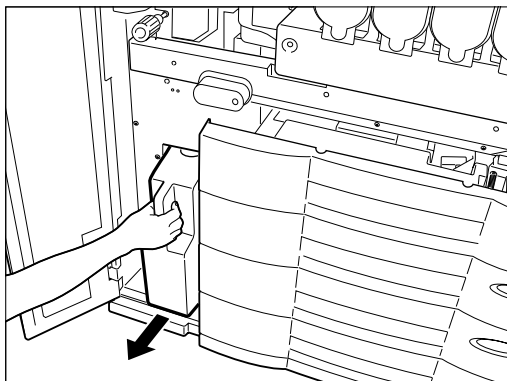
1 Open the right-hand front cover.



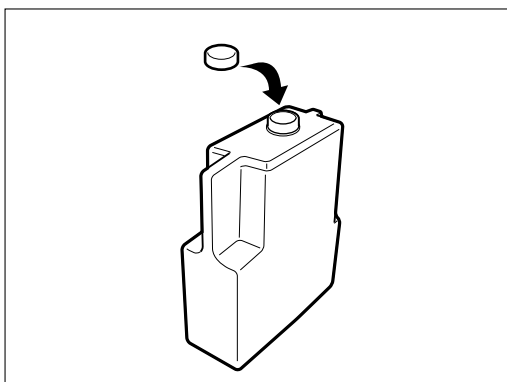
2 Open the left-hand front cover.



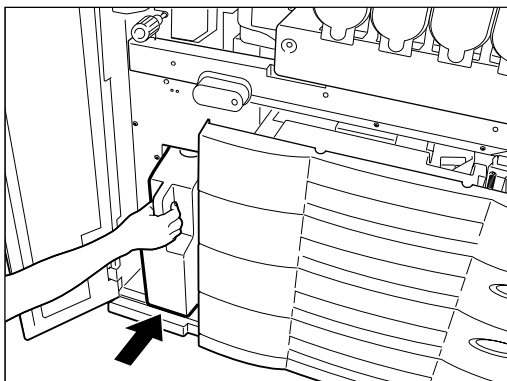
- 3 Remove the used toner bag from the copier.**
- Take out the toner bag in the direction of the arrow.



- 4 Close the used toner bag.**
- The cap is provided on the used toner bag.



- 5 Set the new toner bag in the copier.**
- Set it in the reverse procedure of step 3.




- 6 Close the left-hand front cover.**

- 7 Close the right-hand front cover.**

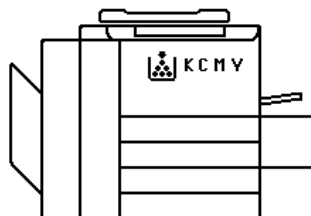
Note: The used toner bag should be disposed of properly.

3. ADD TONER SYMBOL

When the toner supply in a toner cartridge runs out, the ADD TONER  symbol and the symbol that shows the corresponding toner color flash and then the following message appears on the Basic menu:

Install new Yellow toner cartridge
Press HELP

Replace the toner cartridge as described below.



Note: It is recommended that only toner cartridge made or designated by Toshiba be used in order to optimize copy quality.

T-FC22-Y

FOR FC22

NET 300 gr

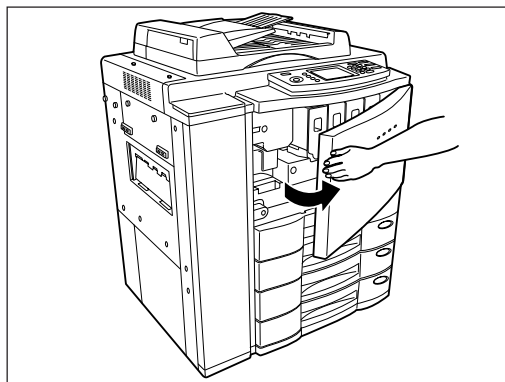
- HANDLE WITH CARE.
- STORE IN A DRY PLACE BELOW 35°C(95° F).
- READ THE OPERATING INSTRUCTIONS OF THE MACHINE BEFORE USING.
- SHAKE WELL BEFORE USING.
- MANIPULER AVEC PRECAUTION.
- GARDER DANS UN ENDROIT SANS HUMIDITE OU LA TEMPERATURE AMBIANTE EST MOINS DE 35°C.
- LIRE LE MANUEL D'EMPLOI DE L'APPAREIL AVANT D'EN FAIRE USAGE.
- AGITER AVANT EMPLOI.

COMPONENTS: Polyester resin(117581-13-2), Wax,
Organic pigment, Zinc stearate(557-05-1), Silica(68909-20-6)

TOSHIBA TEC CORPORATION

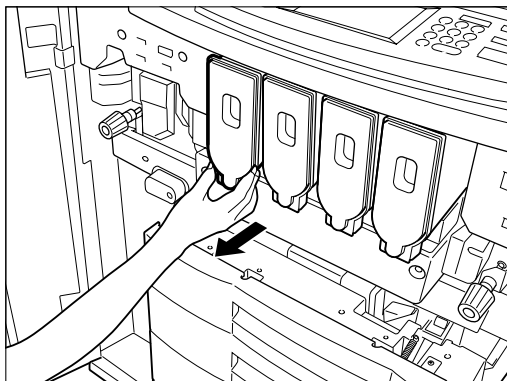
1-1, Kanda Nishiki-cho, Chiyoda-ku,
Tokyo101-8442, Japan
PHONE:03-3438-6854
MADE IN JAPAN
FABRIQUÉ AU JAPON

1 Open the right-hand front cover.



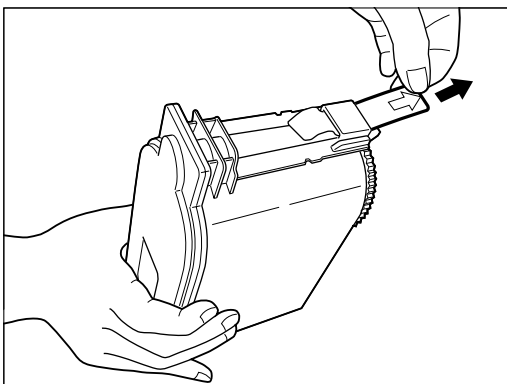
2 Grasping the holder of the toner cartridge, slide the cartridge along the rail toward you and remove it.

- The empty cartridge should be disposed of properly.



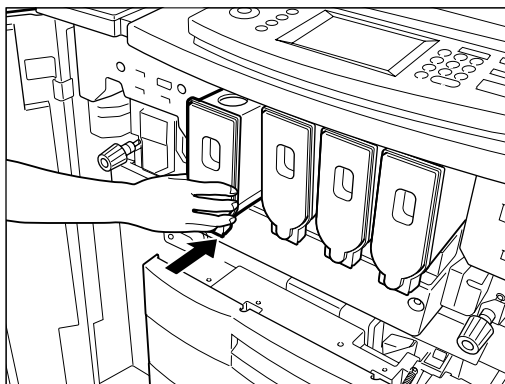
3 Shake the new cartridge to the right and left 5 or 6 times to loosen the toner inside.

4 Pull the seal out from the cartridge.



5 Grasping the holder of the new toner cartridge, push it along the rail fully back into the copier.

- If the toner scatters, wipe it completely off.



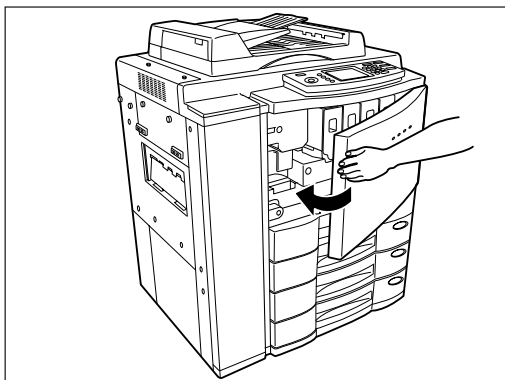
6 Close the right-hand front cover.

- The following message appears:

Wait adding toner


Then, the copier automatically starts supplying toner.

- When the toner has finished being supplied, the display panel returns to the Basic menu. (It takes approximately 4 or 5 minutes until the toner has finished being added.)




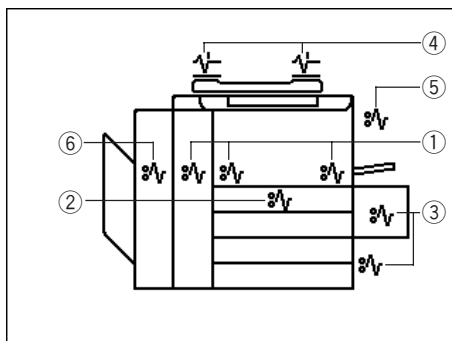
WHEN THE
GRAPHIC SYMBOLS
FLASH

4. CLEAR PAPER SYMBOL

When a paper misfeed occurs in the copier, the CLEAR PAPER  symbol flashes and the following message will appear:

Misfeed in copier
Press HELP

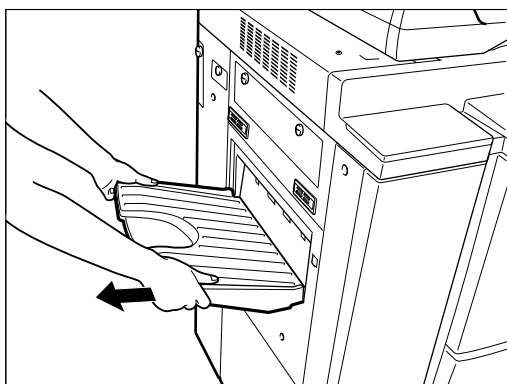
The CLEAR PAPER  symbol flashes in different positions in the diagram depending on where the paper has misfed. Remove the misfed paper as described below.



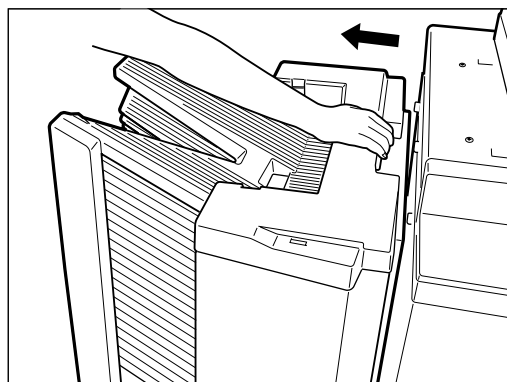
- ① Inside of the Copier
- ② Automatic Duplexer
- ③ Cassettes/Large-Capacity Feeder
- ④ Automatic Document Feeder
- ⑤ Bypass Guide
- ⑥ Sorter

① : Misfeeding inside of the Copier

1 Remove the copy receiving tray.

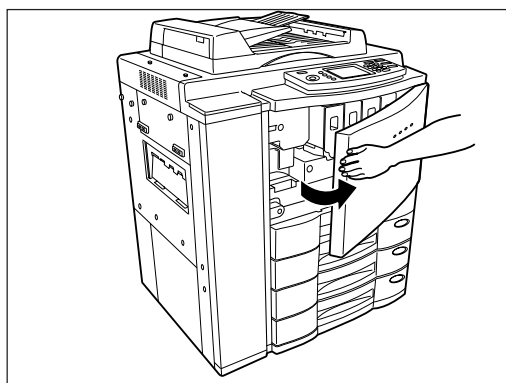


- If a sorter is attached, first pull it away from the copier by lifting the release lever.

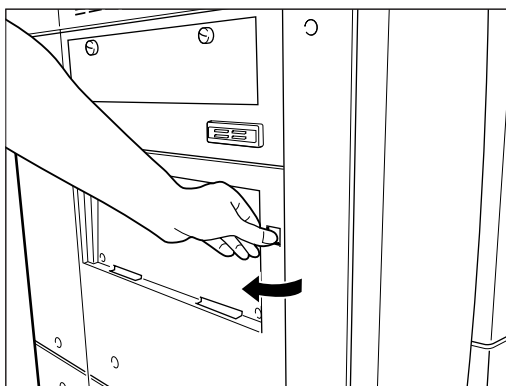


2 Open the right-hand front cover.

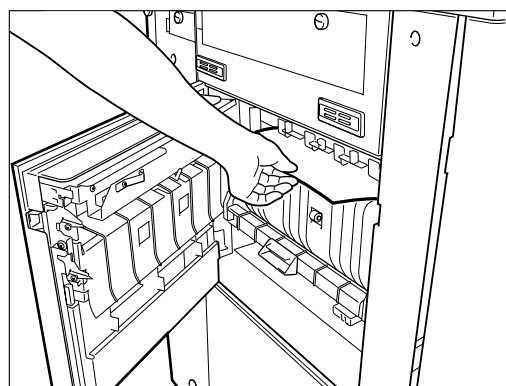
3 Open the left-hand front cover.



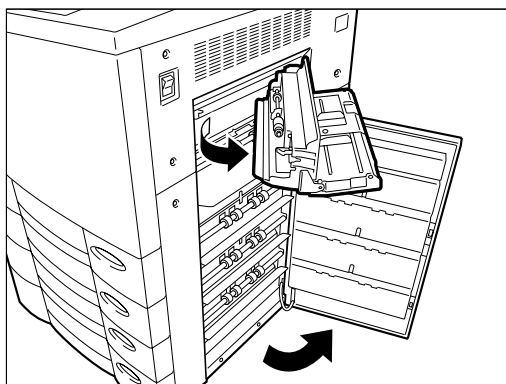
4 Open the exit cover.



5 Remove the misfed paper.

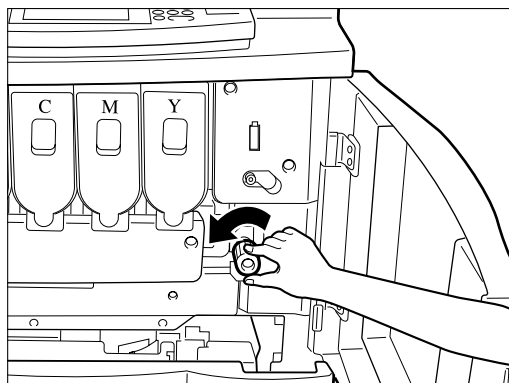


6 Open the bypass guide.
• Remove any misfed paper.

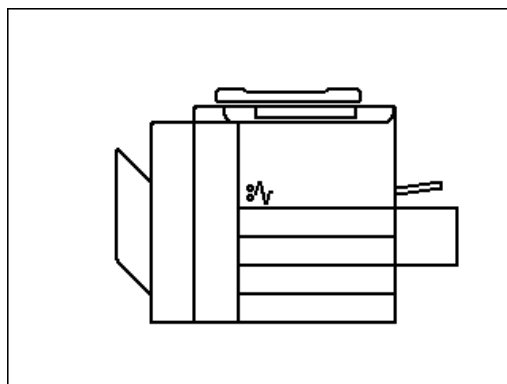


WHEN THE
GRAPHIC SYMBOLS
FLASH

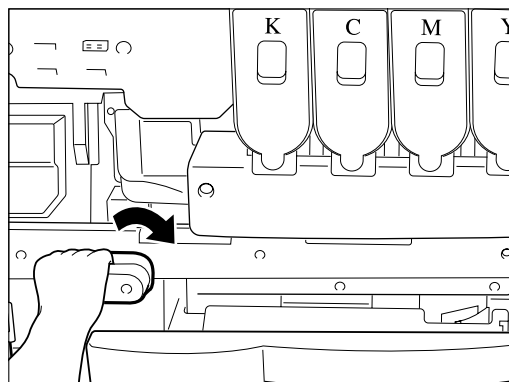
- 7 Turn the knob near the entrance of the transfer belt unit in the direction of the arrow (counterclockwise) and remove any paper that comes out.



Tip: If the CLEAR PAPER symbol flashes as shown on the right, be sure to carry out step 7. If this action is not sufficient the paper may be torn, or it may be left in the copier.



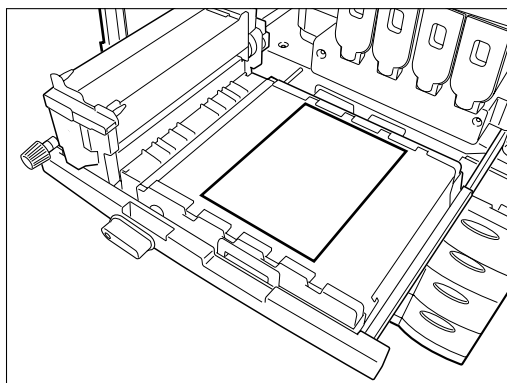
- 8 Turn the knob in the direction of the arrow (clockwise) and pull out the transfer belt unit.



- 9 Remove any misfed paper on the transfer belt.

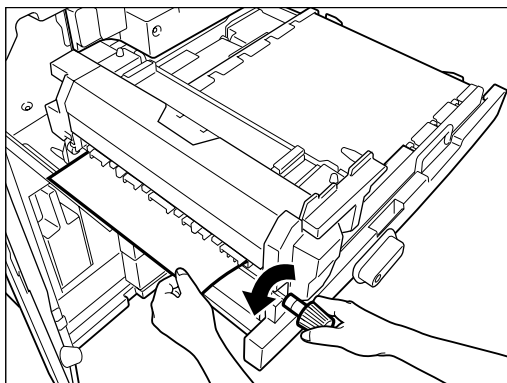
Caution:

Do not touch the drum face and the transfer belt. Touching them may cause image failure.

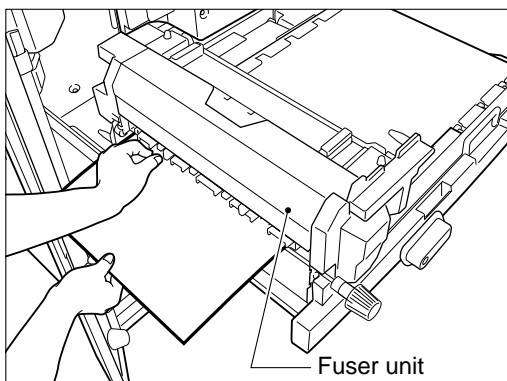


10 If the misfed paper is gripped between the rollers, remove it by rotating the lever in the direction shown.

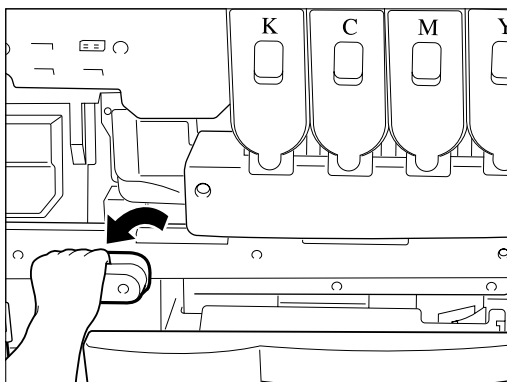
Caution: Be careful as the fuser and the guide plate around it may be hot.



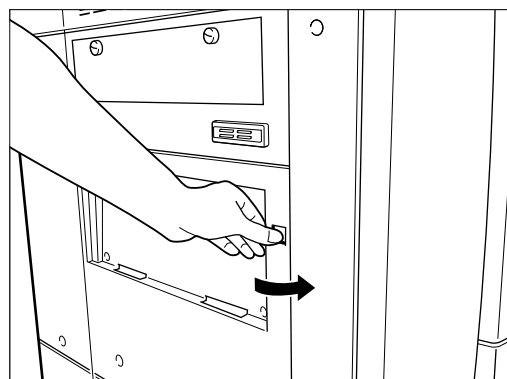
11 Open the fuser cover and remove any misfed paper.



12 Reinstall the transfer belt unit and turn the knob in the direction shown (counterclockwise) until you hear a click.



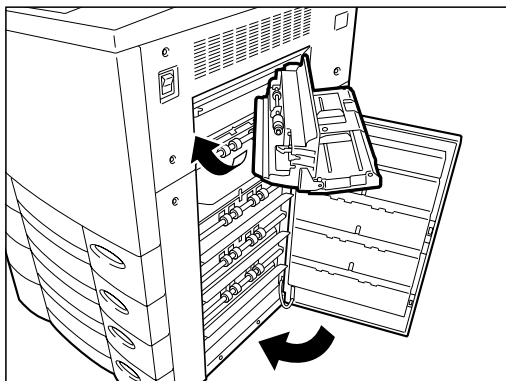
13 Close the exit cover.



WHEN THE
GRAPHIC SYMBOLS
FLASH

4. CLEAR PAPER 8V SYMBOL (Cont.)

14 Close the sheet bypass.

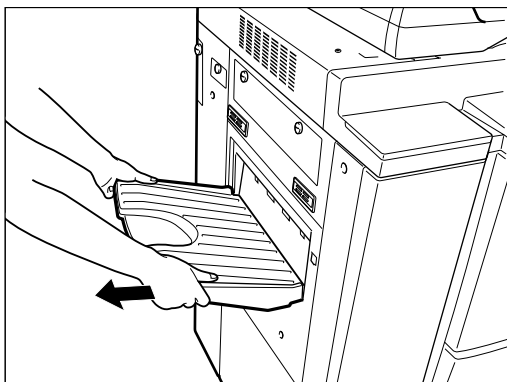


15 Close the left-hand and right-hand front cover, and reinstall the copy receiving tray or the sorter.

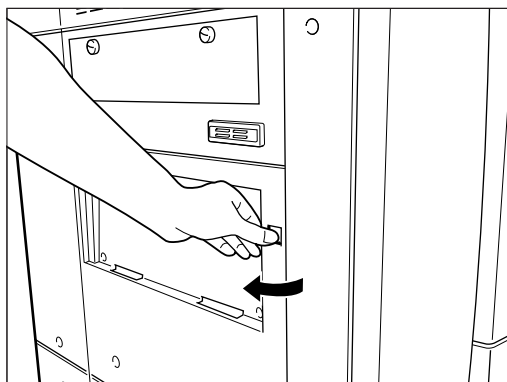
② : Misfeeding in the Automatic Duplexer

- 1 **Remove the copy receiving tray.**
 - If a sorter is attached, first pull it away from the copier by lifting the release lever.

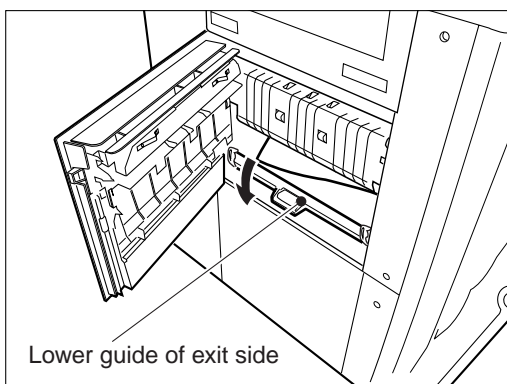
- 2 **Open the right-hand and left-hand front cover.**



- 3 **Open the exit cover and remove any misfed paper.**



- 4 **Lower the lower guide of exit side and remove any misfed paper.**

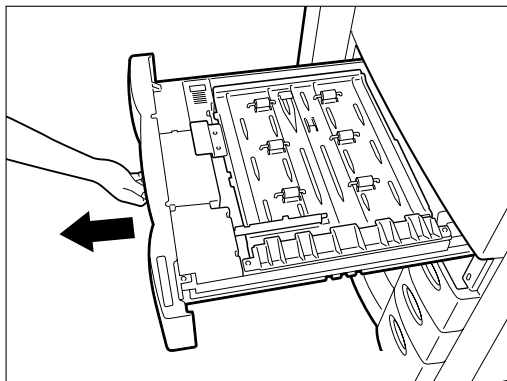


- 5 **Close the exit cover, then the left-hand and right-hand front cover.**

- 6 **Reinstall the copy receiving tray or the sorter.**

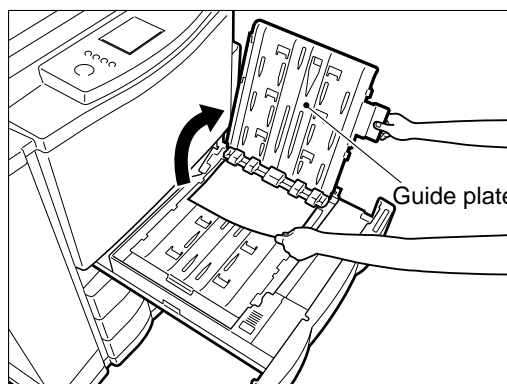
7 Pull out the automatic duplexer slowly until it comes to a stop.

Caution: Be careful as the metal part of the guide plate of the automatic duplexer may be hot.



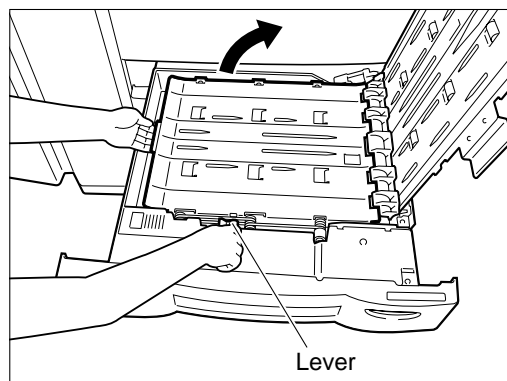
8 Holding the handle of the upper guide plate, lift it slowly and fully.

- Be careful not to allow the guide plate to drop.
- Remove any misfed paper.



9 Push the lever, and then holding the handle of the lower guide plate, lift it slowly and fully.

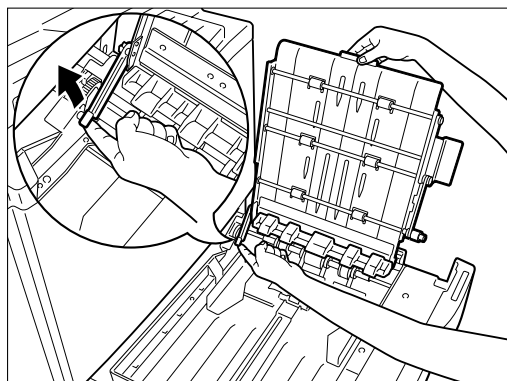
- Make sure that the guide plate is latched to prevent it from dropping.



10 Close the lower guide plate.

- Holding its handle with your right hand, lift the lever up to unlatch the guide plate and lower it slowly.

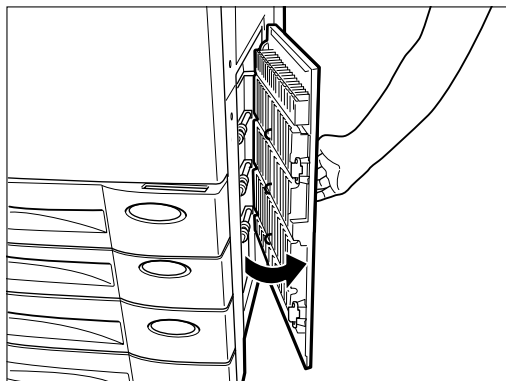
11 Lower the upper guide plate slowly.



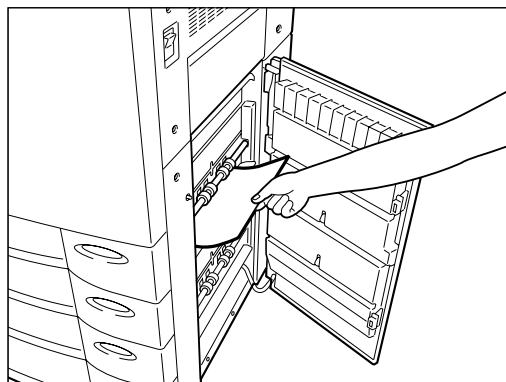
12 Push in the automatic duplexer slowly and fully.

③ : Misfeeding from the Cassettes

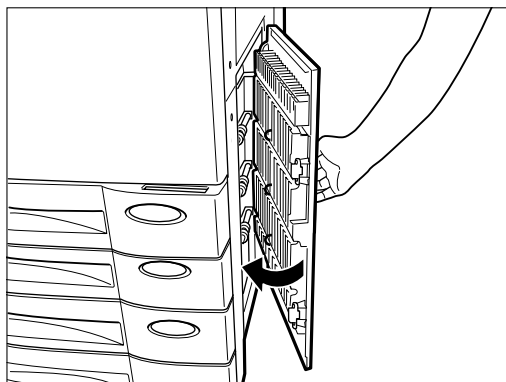
- 1 Holding its handle, open the feed side cover slowly.



- 2 Remove any misfed sheets of paper.



- 3 Close the feed side cover.

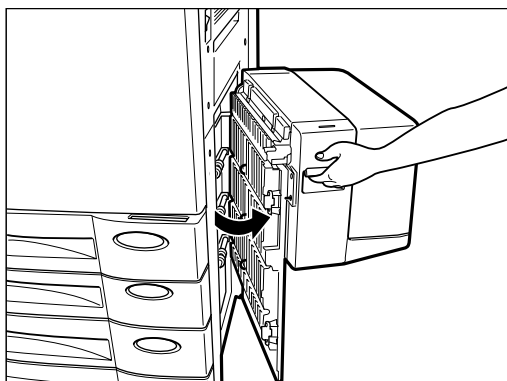


WHEN THE
GRAPHIC SYMBOLS
FLASH

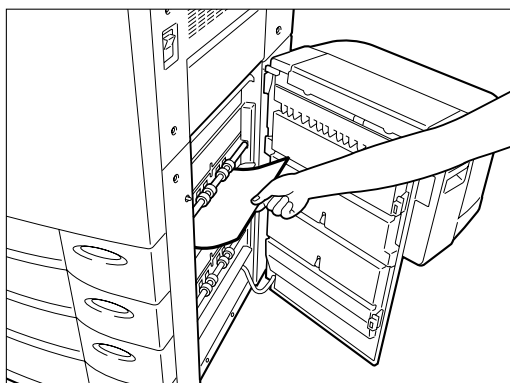
4. CLEAR PAPER SYMBOL (Cont.)

③ : Misfeeding in the Large-Capacity Feeder

- 1 **Open the large-capacity feeder.**
 - Holding its handle as shown, lift it to unlock it and open the feeder slowly away from the copier.

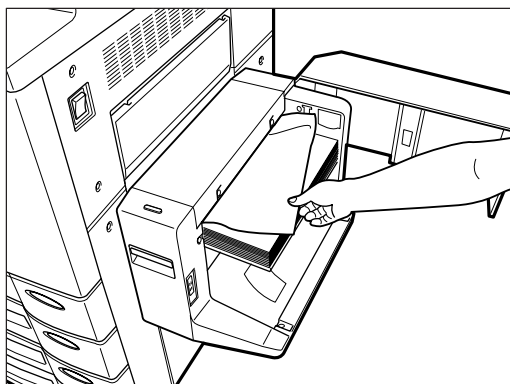


- 2 **Remove any misfed sheets of paper from the feeder as shown.**

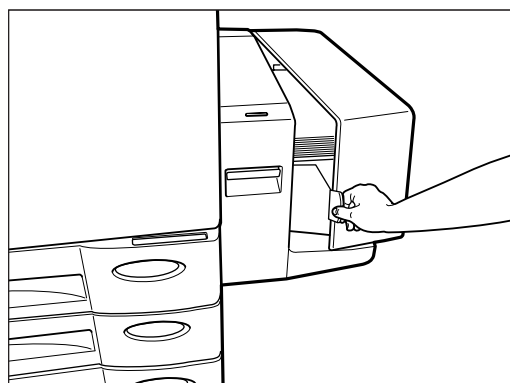


- 3 **Close the large-capacity feeder slowly and fully.**

- 4 **Open the large-capacity feeder cover slowly and remove any misfed paper from inside.**

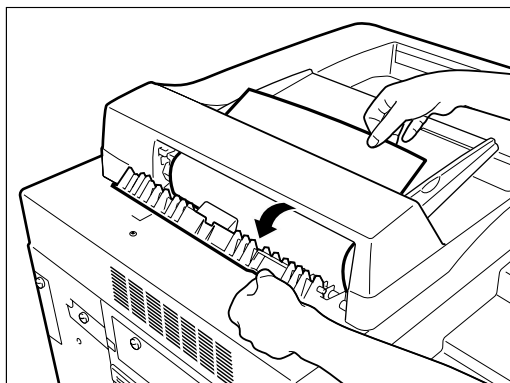


- 5 **Close the feeder cover slowly.**

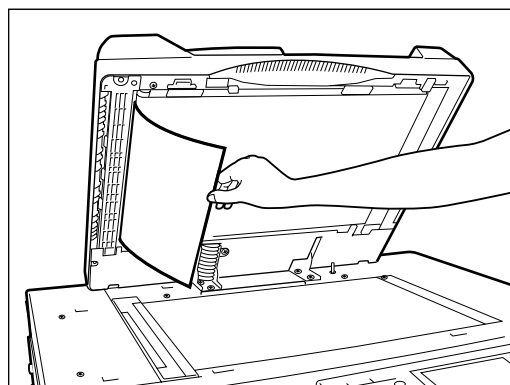


④ : Misfeeding in the Automatic Document Feeder

- 1 Open the feed-side cover of the automatic document feeder and remove any misfed original.

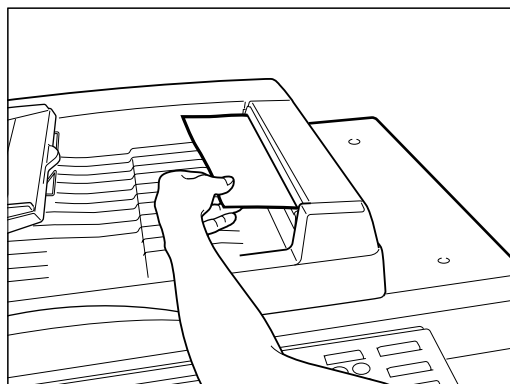


- 2 Raise the automatic document feeder and remove any misfed original.
 - If an original is left on the glass, remove it.



- 3 Close the feed-side cover.

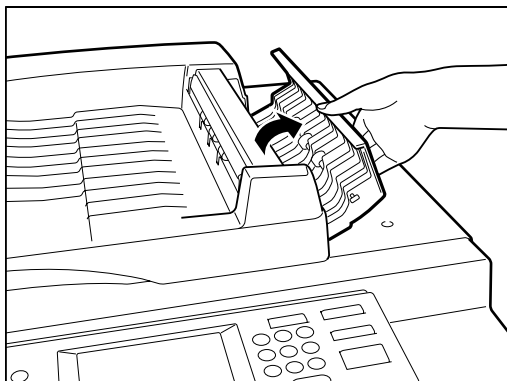
- 4 Close the automatic document feeder and remove the originals.



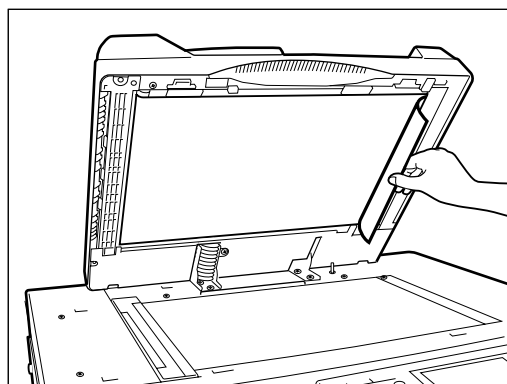
WHEN THE
GRAPHIC SYMBOLS
FLASH

4. CLEAR PAPER SYMBOL (Cont.)

- 5** Open the exit cover of the automatic document feeder and remove any foreign matter such as bits of paper, paper clips, etc.



- 6** Raise the automatic document feeder and remove any misfed paper.



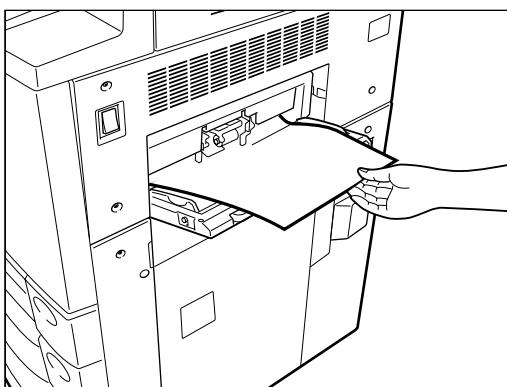
- 7** Close the automatic document feeder.

- 8** Reset any originals not copied under the originals remaining in the original feed tray and resume copying.

⑤ : Misfeeding in the Bypass Guide

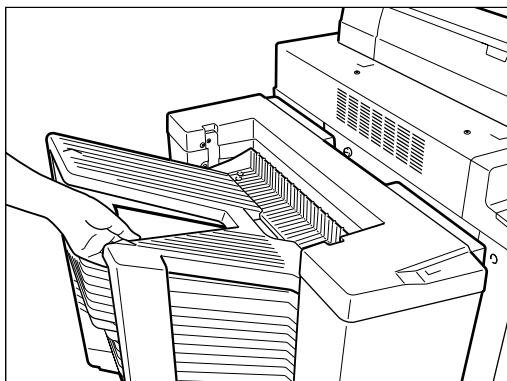
- 1** Remove all the sheets in the bypass guide.

- 2** Align the edges of the sheets, and set them again on the bypass guide.

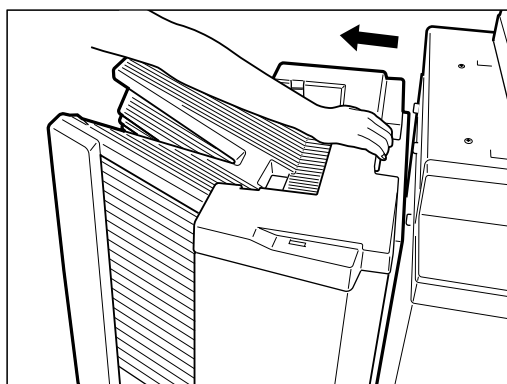


⑥ : Misfeeding in the Sorter

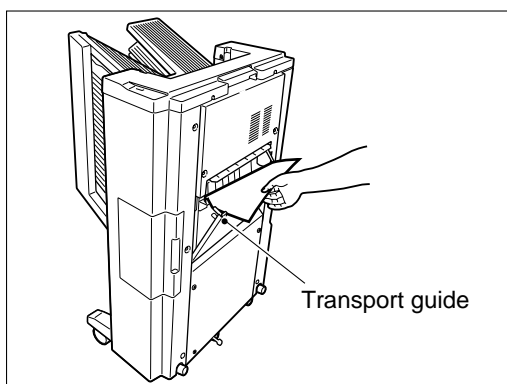
1 Remove any misfed paper in the sorter bins.



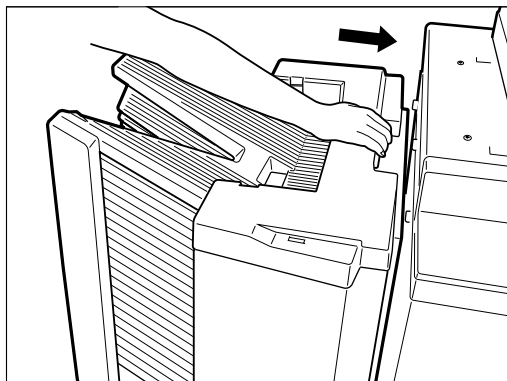
2 Lift the release lever and move the sorter slowly away from the copier.



3 Pull open the paper transport guide of the sorter and remove the misfed paper.




4 Close the paper transport guide and return the sorter to its original position.



WHEN THE
GRAPHIC SYMBOLS
FLASH

5. REPLACING STAPLES

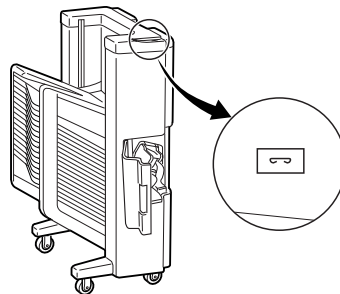
The STAPLE  symbol flashes on the sorter when the following occur:

- The stapler of the sorter has run out of staples and this message appears:

Set staple cartridge

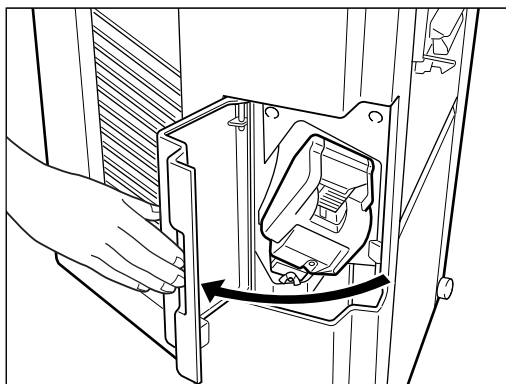
- A staple has jammed in the stapler and this message appears:

Examine stapler

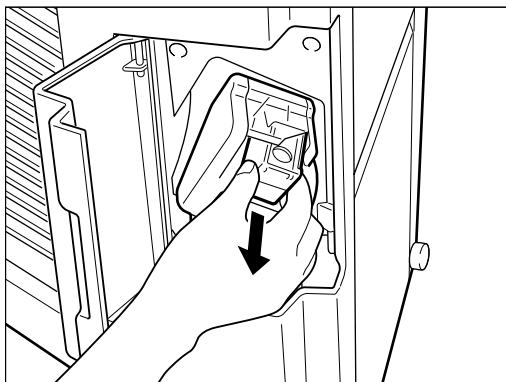


Replacing Staples

- 1 Open the stapler cover.

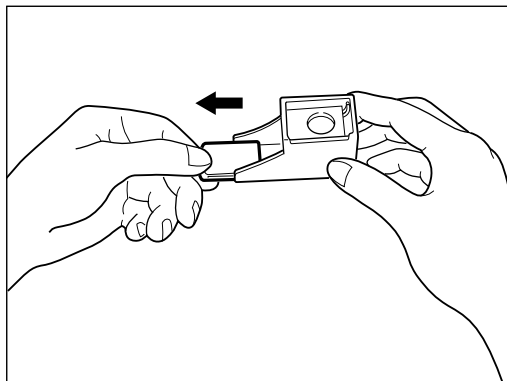


- 2 Remove the empty staple cartridge
 - Lift the cartridge slightly and slide it out.

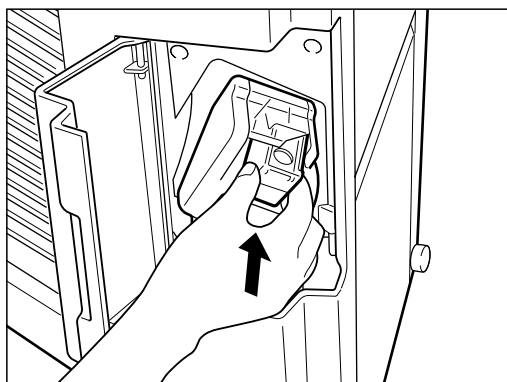


3 Install a new staple cartridge.

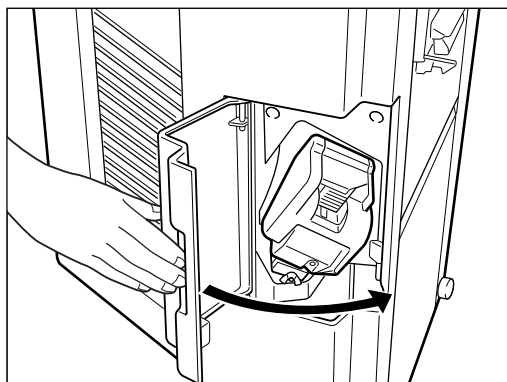
- First remove the cap from the new staple cartridge.



- Slide the new staple cartridge fully into the stapler.



4 Close the stapler cover.



5 After replacing the staple cartridge, make sure that the stapler operates correctly by stapling a few sheets of paper as operation test, referring to "Manual Stapling" on page 127.

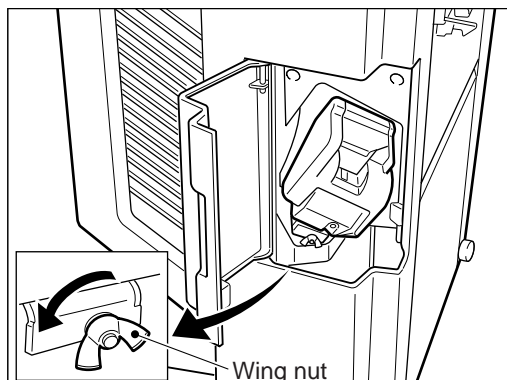
- If the stapler does not operate correctly, carry out test stapling 7 times until it operates correctly.
If the stapler still does not operate correctly, reset the staple cartridge.

Note: Do not remove the staple cartridge except when you replace it with a new one.

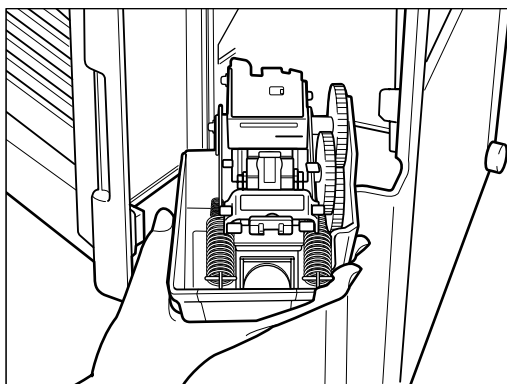
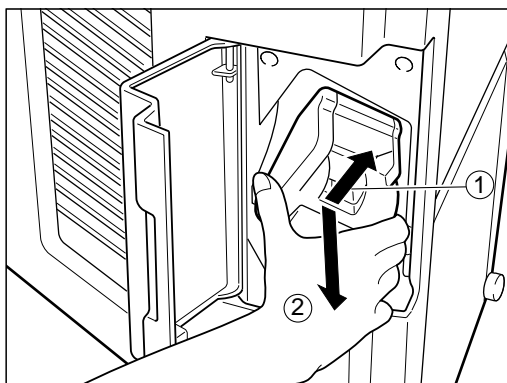
6. REMOVING JAMMED STAPLES

Removing Jammed Staples

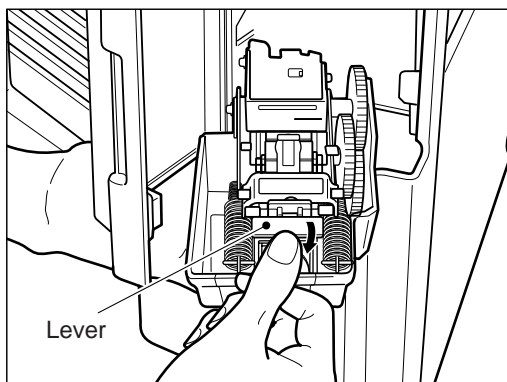
- 1 Turn OFF the power switch of the copier and open the stapler cover and loosen the wing nut that holds the stapler unit in place.



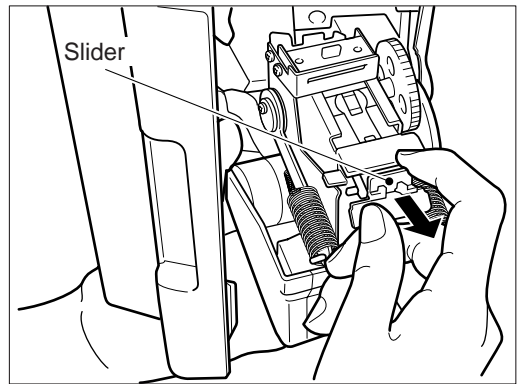
- 2 Holding the stapler unit as shown, lift its outer side slightly (arrow ①) and take it out slowly toward you (arrow ②).



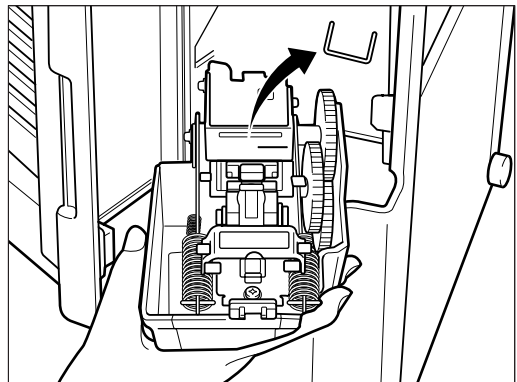
- 3 Holding the stapler unit with your one hand , push down the lever with your other hand and hold it there.



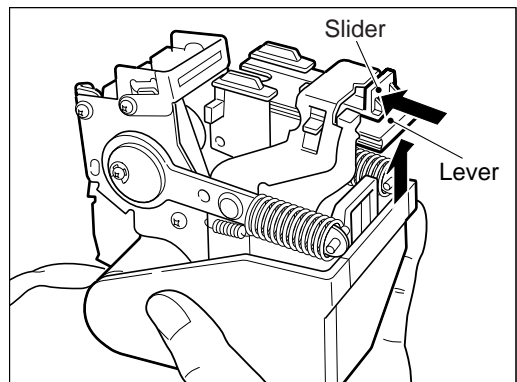
- 4** Pull out the slider fully toward you (arrow).



- 5** Remove the jammed staple.



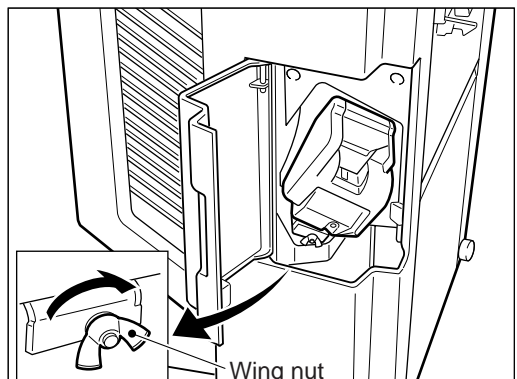
- 6** Push the slider fully in.
- Make sure that the lever has moved up to latch the slider. If not, pull the lever up by hand.




- 7** Replace the stapler unit in the sorter and tighten the wing nut. Close the stapler cover.

- 8** Remove the remaining sheets from the sorter and turn ON the power switch.

- 9** Referring to page 127 "Manual Stapling", staple a few sheets of paper manually to check that stapling is performed correctly.



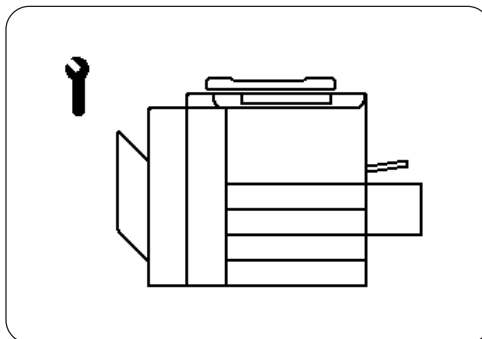
7. CALL SERVICE SYMBOL


When the CALL SERVICE  symbol flashes, the following message appears and copying is no longer possible:

Call for service

The telephone number of your service technician will be displayed.

Note it down, then turn the power switch off and immediately call service for assistance.



Note: Since a heater is used to fix toner images to the copy paper, a safety circuit is incorporated in this copier. After you turn on the power switch, if a certain temperature is not attained within a certain period of time, the safety circuit assumes that something abnormal has happened. This causes the operation of the copier to stop and flashes the CALL SERVICE  symbol. This can possibly occur when the temperature is low but even though the copier is not malfunctioning. If this occurs, turn the power switch off and then on again. Repeat this procedure twice and if the problem still persists, turn off the power switch and call for service.

8. PERIODIC MAINTENANCE

Note: When the following message appears on the message display:

Time for periodic maintenance (Color)

or

Time for periodic maintenance (Black)

this indicates that assistance from a qualified service technician is required. Call service for assistance.

MAINTENANCE

1. Daily Inspection	156
2. Simple Troubleshooting	157

1. DAILY INSPECTION

Items		Procedure	Remarks
Items to Inspect Every Day	Power switch ON/OFF status		Make use of the Auto PowerOFF and Weekly Timer as well. If you are using the copier as a network printer, make sure if you can turn OFF the power before doing so.
Items to Inspect Once A Week	Glass	If the original glass becomes dirty, clean it with a cloth moistened with cleaning liquid and wipe it off with a dry cloth.	When cleaning, be careful not to scratch the glass.
	Original cover	If the copier covers are dirty, clean them with a cloth moistened with a neutral detergent. Then, wipe off the detergent completely with a dry cloth.	When cleaning, be careful not to scratch the cover.
	Transport belt (Reversing automatic document feeder)	If the original transport belt of the reversing automatic document feeder is dirty, clean it with a cloth moistened with a neutral detergent. Then, wipe off the detergent completely with a dry cloth.	When cleaning, be careful not to scratch the belt.

2. SIMPLE TROUBLESHOOTING

Status	Items to be Checked	Countermeasure	Reference page
C o p i e r does not start	Is the power cord plug firmly inserted in the outlet?	Insert the power cord plug firmly.	
	Are the front covers firmly closed?	Close the front covers properly.	→P8
	Are the sheet bypass feed unit cover and the large-capacity feeder cover firmly closed?	Close the covers properly.	
	Is the exit cover firmly closed?	Close the exit cover properly.	→P8
Display panel does not change when keys or icons are pressed	Is the copier in the Energy Saving mode?	Press the Energy Saver key to clear the mode. (It takes a while until the copier becomes ready.)	→P10, 20
	Is the ID code input? Is the ID code correct?	Input the correct ID code.	→P10, 107
	Is a key copy counter used?	If you are using a key copy counter, insert it into the slot.	→P117
	Is the "Warming up" message displayed?	Wait until the copier becomes ready.	
	Does the password of administrator input screen appear?	Password of administrator is required. Ask your copier manager.	→P94, 109
	Is interrupt copying set?	Press the INTERRUPT key to clear the mode.	→P10, 49
C o p i e s are not clear	Is the original cover firmly closed?	Close the cover firmly to shut out any outer light.	
	Is the original cover or the glass dirty?	Clean the original cover with a cloth moistened with a neutral detergent or the original glass with cleaning liquid. Then, wipe off completely with a dry cloth.	
	Is the transport belt of the automatic document feeder dirty?	Clean the transport belt with a cloth moistened with a neutral detergent. Then, wipe the detergent completely off with a dry cloth.	
	Are transparent sheets or double-sided originals used?	The original is transparent and the paper color or the other side of the original shows through. Set the background lighter.	→P58
C o p y density is too light	Has the "Install new toner cartridge" message appeared?	Install a new toner cartridge.	→P136
	Is the image density set lighter than standard?	Set the copy density properly in the manual density mode.	→P36

2. SIMPLE TROUBLESHOOTING (Cont.)

Status	Items to be Checked	Countermeasure	Reference page
C o p y density is too dark	Is the adjustment of the image density and background set darker than standard?	Set the copy density by manual density mode, or set the background adjustment properly.	→P36, 58
C o p y images are blurred	Does the entire original lie properly on the surface of the glass?	Place the original firmly on the glass and close the original cover.	
	Is the copy paper moist?	Replace with new paper.	
I m a g e s are partially missing	Are the original size and direction, and the reproduction ratio suitable for the paper size?	Select the same size of copy paper as the original, or set the reproduction ratio suitable for the paper size.	→P31, 32
	Is the margin on the copy set properly?	Set a smaller image shift value.	→P62
Functions cannot be set	Are there functions that cannot be combined set together?	Refer to the Function Combination Matrixes in the Operator's Manual and set again.	→P164, 165
D e s i r e d color does not appear	Has the "Install new toner cartridge" message appeared on the display panel?	Install a new toner cartridge.	→P136
	Has "CALL SERVICE" message appeared on the display panel?	Call your service technician.	→P154
	Is the copy paper moist?	Replace with new paper.	
	Is the level of the image density and color adjustment correct?	Reset the image density and color adjustment to the standard settings. If colour still deviates slightly, adjust the calibration.	

SPECIFICATIONS, ACCESSORIES & OPTIONS

1.FC22 Specifications	160
2.Specifications of Optionals	161
3.Packing List	163
4.Copying Function Combination Matrix	164
5.Image Quality Adjustment Combination Matrix . .	165

1. FC22 SPECIFICATIONS

Model Name		FC-22
Type		Console type
Original Glass		Fixed
Copying System		Laser electronic copying
Developing System		Dry developing
Fixing System		Heat roller
Photosensor Type		OPC
Original Scanning System		Linear CCD sensor
Resolution/Gradation	Read: 600 dpi/256 gradation	
	Write: Corresponding to 9600 dpi x 600 dpi (Primary scanning only: 16 division smoothing)	
Acceptable Originals		Sheets, books and three-dimensional objects
Acceptable Copy Paper Size	Cassette : Ledger to Statement	
	Sheet bypass : Full Bleed to Statement	
Warm-up Time		Within 9 minutes (Room temperature 20°C(68°F)) During energy-saving: approx. 5 min. 30 sec. or 2 min. 30 sec.
First Copy Time (Letter)		10.3 seconds (Full color/Black, Manual density)
Continuous Copying Speed (Letter)		22 copies per minute (Full color/Black, Manual density)
Multiple Copying		Up to 999 copies (digital key entry)
Excluded Image Width		Leading edge:5.0±1.0mm, Trailing edge:2.5±1.0mm, Both edges:2.0±1.0mm
Reproduction Ratio	Actual size : 100±0.5%	
	Original size : LG, LD, LT, ST	
	Paper size : LG, LD, LT, ST	
	25 to 400% (in 1% increments)	
	* Independent scaling possible in the adjustment mode.	
Paper Supply	Cassette : 600 sheets (17~22 lb.) x 2,+600 sheets (17~22 lb.) x 2 (optional)	
	Sheet bypass : 50 sheets (17~22 lb.)	
	Optional large-capacity feeder : 1500 sheets	
Toner Density Adjustment		Magnetic auto-toner system
Color Mode Selection		Full color, Black, Auto-color
Original Mode Selection		Text/Photo, Text, Photo, Printed image, Map, Advance image enhancement (Optional)
Image Quality	Density Control	Automatic plus manual selection from 11 density steps
	Image Control	Hue, Saturation, Color balance, RGB adjustment, Sharpness, Background adjustment, One-touch adjustment
Basic Copy Functions, Special Functions		Automatic paper selection, Automatic magnification selection, Interrupt, Energy save, Auto-clear, Auto shut off, Function clear, Department management, Job memory, Weekly timer, Date/Time Setting, Auto job start, Automatic duplex copying, OHP cassette feeding/Thick paper cassette feeding, Original counting, Mixed original mode, Change of language
Editing Functions		Dual page, Edge erase, Image shift, Book center erase, Mirror image, Negative/Positive reversal, X-Y zoom, Image repeat, Centering, Trimming, Masking, 2 in 1, 2 in 1 Duplex, Monocolor, Full image
Light Source		Halogen lamp
Power Requirement		115V-60Hz, 16A
Power Consumption		2.0kW
Dimensions		33.3"(W) x 29.5"(D) x 39.4"(H)
Weight		Approx.421.6 lb. (not including toner and developer)

*Specifications and appearance are subject to change without notice.

2. SPECIFICATIONS OF OPTIONALS

Automatic Duplexer	MD-5007
Type	Modular (cassette-type)
Acceptable Original Size	Minimum : Statement-R
	Maximum : Ledger
	Paper weight : Plain paper (17~24 lb.)
Maximum Capacity	50 sheets (Letter, 17~22 lb.)
	40 sheets (23~24 lb.)
Dimensions	24.9 "(W) x 24.6"(D) x 4.3"(H)
Weight	Approx. 19.9 lb.
Power Source	5V, 24V (Supplied from the copier)
Power Consumption	Up to 2.0kW (with the copier)

Reversing Automatic Document Feeder	MR-3006A
Copy Sides	Single-side, Duplex
Feeding Speed	Approx. 22 originals per minute (Letter)
Number of originals	Up to 50 originals (Letter, 22~24lb.)
Acceptable Original Size	Minimum : Statement-R
	Maximum : Ledger
	Paper weight : 17~24 lb.
Power Source	24V (Supplied from the copier)
Power Consumption	Up to 2.0kW (with the copier)
Dimensions	23.2"(W) x 19.4"(D) x 4.7"(H)
Weight	Approx. 22.0 lb

Key Copy Counter	MU-8 (Display, 6 digits), MU-10 (Socket)
------------------	--

2. SPECIFICATIONS OF OPTIONALS (Cont.)

20-bin Staple Sorter	MG-2014
Type	Console, Movable bins
Number of Bins	20 bins+Receiving tray
Feeding Mode	Sort, Group, Non-sort, Staple
Bin Capacity	850 sheets (LT)
Non-sort mode (17~24lb.)	750 sheets (LD, LG, COMP, LT-R) 250 sheets (ST-R) *If more than 250 sheets are copied, paper exits to the sort bins at first, then the rest exits to the non-sort bin.
Sort mode (17~24lb.)	50 sheets (LT) 25 sheets (LD, LG, COMP, LT-R)
Group mode (17~24lb.)	30 sheets (LT) 25 sheets (LD, LG, COMP, LT-R)
Paper Type	17lb~110lb. index
Non-sort mode	(length: 4.3"~12.0". width 5.8"~18.0")
Sort, Group mode	17~24lb. (ST-R~LD)
Stapling Function	Position : One front stapling only
	Number of copies : 50 sheets (17~22lb.) 40 sheets (23~24lb.)
	*ST-R cannot be stapled.
Power Source	24V (Supplied from the copier)
Power Consumption	Up to 1.5kW (with the copier)
Dimensions	18.9"(W)X23.5"(D)X36.5"(H)
Weight	Approx. 84.8 lb.

*Specifications and appearance are subject to change without notice.

Large-Capacity Feeder	MP-1501
Acceptable Paper Weight	Plain paper (17~24lb.)
Acceptable Paper Size	Letter
Dimensions	12.5"(W) x 18.1"(D) x 11.3"(H)
Weight	Approx. 18.8lb.
Power Source	5V, 24V (Supplied from the copier)
Power Consumption	Up to 2.0kW (with the copier)

AI Board	KR-2030
Dimensions	5.7"(W) x 5.5"(D) x 0.4"(H)
Weight	Approx. 0.3lb.
Power Source	3.3V, 5V (Supplied from the paper)
Power Consumption	Up to 2.0kW (with the copier)

* Specifications and appearance are subject to change without notice.

3. PACKING LIST

Packing List	Operator's manual
	Unpacking/ Set-up instructions
	Color guidebook
	Set-up report
	Copy receiving tray
	Operator's manual pocket
	Drums

* Specifications and appearance are subject to change without notice.

4. COPYING FUNCTION COMBINATION MATRIX

Function set last		Basic settings				Modes		Duplex				Sorting			Editing functions																
Function set first		APS	Cassette selection	Sheet bypass selection	AMS	Enlarge/Reduce	Original mode selection	Automatic color selection	1→1	1→2	2→1	2→2	Book→2	Non-sort	Sort	Group	Staple Sort	Edge erase	Image shift	Dual page	2 IN 1	2 IN 1 duplex	Book center erase	XY zoom	Image repeat	Centering	Full image	Mirror	Nega/Posi reversal	Trim/Mask	
Basic settings	APS	▲	▲	▲	▲	▲	○	○	○	○	○	○	▲	○	○	○	○	○	○	▲	○	○	○	▲	○	○	○	○	○	○	
	Cassette selection	▲	■	■	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Sheet bypass selection	○	▲	■	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	AMS	▲	○	■	○	▲	○	○	○	○	○	○	▲	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
Modes	Enlarge/Reduce	▲	○	○	▲	■	■	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Original mode selection	○	○	○	○	○	■	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Automatic color selection	○	○	○	○	○	○	■	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	1→1	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
Duplex	1→2	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	2→1	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	2→2	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Book→2	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
Sorting	Non-sort	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Sort	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Group	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Staple Sort	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Edge erase	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Image shift	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Dual page	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	2 IN 1	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
Editing functions	2 IN 1 duplex	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Book center erase	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	XY zoom	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Image repeat	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Centering	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Full image	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Mirror	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Nega/Posi reversal	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Trim/Mask	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○

○ : The functions can be combined.
 ▲ : The function set last takes precedence.
 — : The functions cannot be combined.

* 1 : Available if paper size is specified.
 * 2 : Only LETTER is selectable.
 * 3 : Sort only (not stapling).
 * 4 : Only the cassettes for paper in the R direction are available.

5. IMAGE QUALITY ADJUSTMENT COMBINATION MATRIX

Function set		Function set last		Copy density		Color mode selection						One-touch adjustment			
Function set first				Manual	Auto	Hue	Saturation	Color balance	RGB	Sharpness	Background	Vivid	Clear	Warm	Cool
Copy density	Manual				▲	○	○	○	○	○	○	○	○	○	○
	Auto			▲		○	○	○	○	○	—	○	○	○	○
Color mode selection	Hue			○	○		○	○	○	○	○	—	—	—	—
	Saturation			○	○	○		○	○	○	○	—	—	—	—
	Color balance			○	○	○	○		—	○	○	—	—	—	—
	RGB			○	○	○	○	—		○	○	—	—	—	—
	Sharpness			○	○	○	○	○	○		○	—	—	—	—
One-touch adjustment	Background			○	—	○	○	○	○	○		—	—	—	—
	Vivid			○	○	—	—	—	—	—	—	—	—	—	—
	Clear			○	○	—	—	—	—	—	—	—	—	—	—
	Warm			○	○	—	—	—	—	—	—	—	—	—	—
	Cool			○	○	—	—	—	—	—	—	—	—	—	—

- : The functions can be combined.
▲ : The function set last takes precedence.
— : The functions cannot be combined.



Customer Vision[®]—
our commitment to your
complete satisfaction



your document management partner

www.lanier.com

Lanier Worldwide, Inc. | 2300 Parklake Drive, N.E. | Atlanta, GA USA 30345
Printed in the U.S.A. ©2000 Lanier Worldwide, Inc. April

T1201-2514

